**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 7th February, 2022**

**PERIOD: 7th -13th FEB, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 7th -13th February 2022 amounted to **Ghc4110**, below are the happenings;

**Sales for the second week in February has seen a percentage increase of 12.73% as compared to the previous week sales figure of Ghc3646.**

Customers want discount on giveaway items on 7th February 2022 while others also requested for helium gas. Tuesday recorded ghc1098 as sales which was the second highest for the week but one BULGART SPARY got broken. The store is running out of gift boxes.

The store provided some items for mulan to be donated at the children ward at korle –Bu teaching hospital on the 11th of February 2022. Saturday recorded the highest sales for the week at ghc1534 with customers demanding for manula cards and bride to be sash and crown. Some customers are also requesting for delivery services.

**BAKES**

Total sales for Bakes for the period 7th -13th February 2022 amounted to **Ghc2899** below are the happenings;

**Sales for the second week in February has seen a marginal percentage increase of 5.57% as compared to the previous week sales figure of Ghc2746.**

The shop needs stickers for the fresh juice containers whiles rubber gloves, tissue bags and envelopes are needs for serving customers on the 7th and 8th February 2022. Parks for slice cakes, full cakes and cup cakes with icing needed on the 9th February 2022. The ice cubes machine needs immediate maintenance because of the scent its gives to ice cubes.

Customers requested for samosa and spring rolls on Friday. Cake box is also needed to park full cakes.

**Accounts**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **7th feb** | **5326** | **2128** |
| **8th feb** | **20** | **414.5** |
| **9th feb** | **896** | **-** |
| **10th feb** | **1000** | **609** |
| **11th feb** | **1590** | **-** |
| **Total** | **8832** | **3151.5** |

A total of ghc6300 was paid to madam Fiona as salary and allowance for January 2022.

Momo charges for the three outlets amounted to ghc38.

Transportation to korle Bu and Legon amounted to ghc46.50

Irish income for the month of January is ghc320.

**ADMINISTRATION**

Monday 7th February 2022 recorded the highest attendees for the week at 63. The twelve students who were absent gave reasons of cold, mumps and high temperature. Teachers on duty were up to task. 59 students were present and 16 were absent on Tuesday with 4 being sick, 8 suffered flu and the other 4 infected by mumps. Food was good and timely but primary class were requesting for beans. On Wednesday 60 students were present with 15 absentees where 9 suffered flu, 4 infected by mumps. School meal was good and timely.

Thursday recorded 15 absents and 60 presents. Ill health and mumps infections were the reasons that accounted for the absents. Kids did not enjoy the yam, hence administration suggested palm nut soup with rice balls. Parents- teacher conference but new parents and teachers was successful.

Friday recorded 62 students present with 13 absentees. Mumps infections and ill health were the reasons for their absence. Teachers on duty performed well, food was good.

Mulan community visited Korle- Bu teaching hospital on Friday to donate some items to the child’s unit department on cancer day.

**REPAIRS AND MAINTENANCE**

Please the leakage at the old block has being estimated at a cost of ghc1360 to purchase PVC PIPES and other materials. The ground has been dug out to trace the leakage which has result to gullies being created hence needs immediate attention.

**FUMIGATION**

I have observed lately that the school habours a lot of insects and reptiles such as lizards, cockroach, flies etc. To enhance safety, the school and its compounds need to be fumigated immediately.

**Medical kit**

I suggest we provide medical kit with basic first aid items at the school premises and on the school bus to help enhance our health protocol.

Thank you.

Prepared By : Raphael Mensah

Sign: ……………………………………….