**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 14th MARCH, 2022**

**PERIOD: 7TH - 13TH MARCH, 2022**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for Party tree for the period 7th-13th march 2022 amounted to **Ghc4126** below are the happenings;

**Sales for the Second week in March has experienced a marginal percentage increase of 2.13% as compared to the previous week sales figure of Ghc4040.**

Items Needed

1. Career day dresses
2. Glue gun
3. Balloon glue
4. Spiderman games
5. Numbers balloon (4,5 & 8)
6. Alphabet “A” Balloon
7. Character gift

All store items were counted and given specific codes to enable us roll the store and its products unto the computerized system for better management of the outlets.

**BAKES**

Total sales for Bakes for the period 7th -13th March 2022 amounted to **Ghc3516.5** below are the happenings;

**Sales for the second week in March has seen a percentage increase of 42.34% as compared to the previous week sales figure of Ghc2470.5**

Items Needed

1. Name tags
2. Advertising stickers for the juices

Some customers demanded for pizza and baking sandwich on march 9.

The bakes management system was overhauled and product restocked to reflect the right quantities and prices.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **7th mar** | **-** | **-** |
| **8th mar** | **3370** | **977** |
| **9th mar** | **244** | **14800** |
| **10th mar** | **1260** | **610** |
| **11th mar** | **837** | **976** |
| **Total** | **5711** | **17363** |

Salaries paid for the week amounted to ghc2996.78

Lupita (savings for the week amounted to ghc2000)

Ghc2000 was paid to charlotte

An amount of ghc250 was used to purchase electricity prepaid and brown paper for Irish shop.

Ghc1499 was used for special order purchases.

**ADMINISTRATION**

70 students reported on Tuesday with 5 absentees who gave reasons of ill health, fees and travel. Teachers on duty performed well with school meal tasting great.

On Wednesday, five students absented themselves from school whiles 70 reported. Those absent gave reasons of ill health, rest etc. teachers adhered to cleaning of their classrooms and its arrangement. School meal was timely and tasty.

Thursday recorded the highest students present at school at 72 with 3 absentees who were sick. The CEO met with teaching staff to discuss general staff issues and behavior, the CEO also encouraged them to be diligent in their work. Food was enjoyed by the students.

Friday recorded the highest absented number of students at 7 who were sick. 68 students were present on the day. Teachers did well, school meal tasted great.

**Repair and Maintenance**

The tyres of school bus looks pretty bad and needs to be changed to prevent future accidents and delays.

Polytank and Leakage

The leakage at the old block has being successfully repaired with its ploytank also being fixed.

* The veronica bucket stand has been painted.

Mulan Kitchen and Bakes Kitchen

The kitchen needs two (2) blenders and a kettle

Bakes kitchen damaged tape is estimated at ghc300.

**Customer Service Training for sales staff**

On Friday, there was a customer service training for the sales staff where the CEO was the lead spokesperson. Staff were trained on how to answer phone calls and what to say to customers on the phoneand how to address walk in customers. The training was successful and the trainees were enlightened.

**Taxes**

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**.

Prepared By: Raphael Mensah

Sign: ………………RM…………………..