**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 15TH NOVEMBER, 2021**

**PERIOD: 8TH -14TH NOVEMBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **8TH**  **Nov** | **845** | **1865** |
| **9TH**  **Nov** | **4000** | **6662.6** |
| **10TH Nov** | **726** | **4657.6** |
| **11TH**  **Nov** | **6100** | **4350** |
| **12TH Nov** | **5510** | **2702** |
| **Total** | **17184** | **20237.4** |

650 cedis was expensed on Irish Electricity and repair works.

Ghc3500 was paid as salary to staff.

Ghc 200 was expensed on bakes for Sunday.

**ADMINISTRATION**

On the 8th of November,2021 school resumed from recession, 71 students were present with 5 absentees who had coughs and high temperatures. Some staff were late. Their meal was on time.

There were 69 students present and 6 absents with reason of ill health on 9th November. Teachers were not seen on playground with kids. The school canopy was fixed.

71 and 5 were present and absent respectively where reasons for absented students was school fees, ill health and tiredness on 10th November,2021.

70 students reported on Thursday with 6 absentees where ill health and tiredness were reasons for absenteeism. School routine was successful

Friday recorded the highest absented student for the week at 11 with 65 present, their reason was travel and ill health.

There was a parent-teacher conference through-out the week.

**PARTY TREE**

Total sales for party tree for the week from 8th -14th November 2021 was ghc 3644, below are the happenings;

Counting and cleaning of store items was done on 8th and 9th November, 2021.

Balloons were also re-stocked on 10th Nov.

Items needed

1. Balloons, numbers balloons and merry Christmas bags
2. Sparkling candle

**SUGGESTION**

**TBM GROUP POLICY ON DEATH.**

1. **DEMISE OF PARENTS**

In case where a staff loses a parent, the bereaved shall receive from management an amount of **ghc 300** as financial support.

1. **DEMISE OF SPOUSE/PARTNER**

Where a staff loses his/her spouse or better half, management shall remit to the staff an amount of **ghc 500** as financial support.

1. **DEMISE OF STAFF**

In cases of death of staff of TBM Group, management shall give an amount of Ghc 500 to the family of the late staff.

Prepared By: Raphael Mensah

Sign: …………………………………….