**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 19TH OCTOBER, 2021**

**PERIOD: 11TH -17TH OCTOBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **11th oct** | **370** | **214.4** |
| **12th oct** | **658** |  |
| **13th oct** | **404** |  |
| **14th oct** | **237** | **22.4** |
| **15th oct** | **1910** |  |
| **Total** | **3579** | **236.8** |

**PARTY TREE**

Total sales for party tree for 11th -17th October,2021 is Ghc2974, below are some of the happenings:

New stock items were bought where the manager inspected them and re-stocking was done for old goods for Tuesdays and Wednesday. Faulty bulbs for the shop were replaced on Thursday. Customers were looking for pencil sets to purchase which were not available on Friday, some customers also complaint about the high prices of kids toys and cars with remotes on Sunday.

**BRANDS**

Brands meeting to come up with a package for partytree bakes which involved design concepts and brainstorming with brand and kitchen staff. An Artwork was produced but not satisfactorily and lacked more concept to the package and label. Different variety of package design were shown to Supervisor and CEO but was rejected because it lacked concept. Party tree store designed aisle for store branding and printing.

**BAKES**

Total sales for Bakes for the period 11th -17th October, 2021 is Ghc3557.9, below are the happenings;

A chocolate croissant was recorded as damage due to hardness, four (4) cinnamon rolls were also recorded as damages because of hardness on Friday. On Saturday two chocolate croissant and one (1) were recorded as damages due to hardness. An egg sandwich got spoilt and was recorded as damages.

**RECOMMENDATION**

1. **Accounts**

I propose that we have a monthly reconciliation of all accounts of TBM Group with particular focus on bank statement balances and cash/deposits receipts at the end of every month to help us determine the profitability stance of each outlet.

1. **Facility**

The carpet grass on the school’s wall infront of the parking lot is deteriorating, hence needs immediate repair/fixing.

Administration failed to summit their weekly report.

Prepared by: Human Resource Officer

Signed: ……………………………………………