**MEMO**

**SUBJECT: WEEKLY REPORT**

**DATE: 26TH OCTOBER, 2021**

**PERIOD: 18TH-24TH OCTOBER, 2021**

**TO: CHIEF EXECUTIVE OFFICER**

**UPDATES ON GROUNDS**

**PARTY TREE**

Total sales for the week from 18th – 24th October, 2021 was Ghc 5146, below are some happenings;

Goods in the shop were re-arranged to accommodate the new stock, where the store settings were changed for 20th -22th October,2021.

On 23rd oct,2021 new good arrived and were stocked successfully.

**BAKES**

Total sales for the week from 18th -24th October, 2021 was Ghc 4651, below are the happenings;

The desktop computer for the shop is broken down and needs immediate repairs to enhance product records. 18/10/2021

Three each of egg sandwich and chocolate croissant were recorded as damages on the 19th oct, 2021.

Three portions of yam-balls, a portion of samosa were recorded as damages on 20th October.

New drink stocks were received by bakes shop on 21st of October, 2021. Cakes were received as new stocks on 22/10/2021.

On the 24th oct, 2021, three egg sandwiches were recorded as damages.

**BRANDS AND COMMUNICATIONS**

Meeting with the school councilor concerning the design of books for students. A brief meeting between Brands and procurement concerning the upcoming yaw ball package. On 21th October,2021 a general meeting was held between kitchen staff, bakery staff, Brands and procurements to develop a better approach for the upcoming project work.

Designing of polybags for printing for party tree and bakes was done on 22th October, 2021.

**ACCOUNTS**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Total Expenditure Ghc** | **Amount Banked**  **Ghc** |
| **18th oct** | **1356** | **1527.6** |
| **19th oct** | **258** |  |
| **20th oct** | **1740** | **1576.2** |
| **21ST oct** | **2200** | **1908.2** |
| **22ND**  **oct** | **50** | **550** |
| **Total** | **5604** | **5562** |

**RECOMMENDATION**

FACILITY

The carpet grass on the school wall infront of the parking lot is fast deteriorating and needs immediate repairs.

Thank you.

Prepared by: Raphael Mensah

Sign: ……………………………………..