

GREETINGS FROM MUNYU

ACADEMY MUNYU REPORT

8th February 2018

Thank you for the continued support that you have always given to us for the development and running of the academy.

The academy opened well this year and we have an enrolment of 312 pupils. The pupils and the teachers are doing very well in the academy and we have a lot of hope for good improvements this year.

Class 8

We have the first 21 class 8 candidates who will do their KCPE exams at the end of this year. The academy has been registered now as an examination centre and the candidates have already chosen the Secondary Schools of their choice where they would like to go after their KCPE results are out in 2019. I attach a copy of the registration certificate.

REPUBLIC OF KENYA

Ministry of Education, Science & Technology
State Department of Education

Serial No: MOEST/A/ **24956**

CERTIFICATE OF REGISTRATION FOR BASIC EDUCATION INSTITUTIONS

Name of Institution:	ST MARY MAGDALENE CATHOLIC ACADEMY								
Location	Plot/L.R No.	Zone:			Sub County:	County:			
		GATUANYAGA			TEIKI EAST	KIAMBU			
Contacts	Postal Address:	Town:	Code:	E-mail:	Telephone:	Cell No:			
	3396	TEIKI							
Category (Public, Private)	PRIVATE								
Management	Name of Manager: DANIEL KAMAU				Name of Sponsor: <i>[Signature]</i>				
Institution's Characteristics (Insert)	Boys only	Girls only	Mixed	Day only	Boarding	Partial Boarding	Regular	Special	APBET
			MIXED	DAY					
Level approved (Insert)	ECDE		Primary	Secondary	Certificate	Diploma	TIVET	MDTI	
	ECDE		PRIMARY						
Approved Maximum admission per level			320					TOTAL 320	
Curriculum Offered	8-4-4		Registration No: 22P12000216			Registration Status: FULL REGISTRATION			
CEB Approval Minute No: 6/19/2017	Name of the CDE: ABDIKADIR HUSSEIN			Signature of the CDE: <i>[Signature]</i>			Date of Registration: 15/1/2017		
Dated: 19/10/2017	Office of the Chief Officer of Education KIAMBU COUNTY P.O. Box 2300-00900 KIAMBU								

NOTE:

- This certificate is the property of the Ministry of Education Science and Technology and must be displayed in the main office of the institution.
- This certificate is issued without alterations whatsoever.
- For any changes on the particulars of the institution, a new application for registration MUST be made.
- It is illegal to run an institution without a valid registration certificate.
- This Certificate is not transferable.

Board meeting

We had a board meeting yesterday 7th February 2018 where we discussed some urgent agenda of the academy management.

Budget

The budget which was made on the previous year was implemented with the fees increment and also the salary increments. The parents will contribute Ksh 1,000 per year towards topping up of the feeding programme fund.

Feeding programme.

So far we have not received the feeding programme support for the month of January and February 2018. The amount was factored in the budget and therefore it is urgently required. So I request Mathias to send the support for the two months. I had already sent the feeding programme reports for last year according to the procedures. I attach the feeding programme expenses for the last month of January 2018.

ST MARY MAGDALENE CATHOLIC ACADEMY

FINANCE REPORT FORM

FEEDING PROGRAMME (FP)

TERM ONE (JANUARY 2018)

FORM NO 1

NO	DATE	ITEM	RECEIPT NO	COST IN KSH
1	16/1/2018	Food items	1	31,025
2	21/1/2018	"	2	52,370
3	30/1/2018	"	3	54,695
		Total		138,090

Receipts

INVOICE
WAGACERI GROCERIES
Dealers in: - all kinds of greens & vegetables
P.O. Box 4883 Thika, Kenya Call: 0722 - 277881 John Ndung'u Muthee

Date: 16/1/2018
M. ST MARY MAGDALENE C.A.C.

QTY.	PARTICULARS	⊖	AMOUNT
1	cooking oil	9044	3000
2	Whitflour	1065	4000
3	maize flour	2165	11680
4	rice	115	10625
5	soap	2164	300
6	salt	2165	330
7	tomatoes	1585	1500
8	carrots	1585	1500
9	cabbages	6041	3900
TOTAL			31,025

E.O.E. No. 0117 ACCOUNTS ARE DUE ON DEMAND.

INVOICE
WAGACERI GROCERIES
Dealers in: - all kinds of greens & vegetables
P.O. Box 4883 Thika, Kenya Call: 0722 - 277881 John Ndung'u Muthee

Date: 21/1/18
M. ST MARY MAGDALENE ACADEMY

QTY.	PARTICULARS	⊖	AMOUNT
1	rice	125	10,000
2	Whitflour	6042	6,000
3	maize flour	2165	6,240
4	cooking oil	2011	2,800
5	soap	2165	2,000
6	beans	2165	2,200
7	green grams	2165	10,000
8	soaps	2165	200
9	salt	1165	150
10	small maize	1165	150
11	small bean	1165	30
12	carrots	1585	1,500
13	cabbages	6042	3,900
14	carrots	1585	1,500
15	tomatoes	1585	1,500
TOTAL			52,370

E.O.E. No. 0122 ACCOUNTS ARE DUE ON DEMAND.

INVOICE
WAGACERI GROCERIES
Dealers in: - all kinds of greens & vegetables
P.O. Box 4883 Thika, Kenya Call: 0722 - 277881 John Ndung'u Muthee

Date: 30/1/2018
M. ST MARY MAGDALENE ACADEMY

QTY.	PARTICULARS	⊖	AMOUNT
1	cooking oil	9044	3000
2	Whitflour	1065	4000
3	rice	115	10,625
4	maize flour	2165	11,680
5	green grams	2165	11,700
6	beans	2165	7,200
7	salt	2165	350
8	soap	2165	300
9	carrots	1585	1,500
10	carrots	1585	1,500
11	tomatoes	1585	1,400
12	cabbages	6042	4,500
13	step wool	1164	300
TOTAL			54,695

E.O.E. No. 014 ACCOUNTS ARE DUE ON DEMAND.

Requirements.

Due to the increased enrolment, the facility has faced some challenges. We would like to make a funding request for the items which will enable the academy to give its services to the pupils appropriately. If the items are bought from the budget it may be difficult to handle all the other running requirements. The following are the requirements;

Kitchen Items

Item	Pieces	Price	Total
Spoons	300	15	4,500
Cups	200	30	6,000
Plates	200	50	10,000
Buckets	3	300	900
Jugs	3	80	240
Sufurias	3	5,000	15,000
Mwiko	2	250	500
Serving spoons	2	300	600
Total			37,740

Baby class items

Item	Pieces	Price	Total
Toys	30	100	3,000
Dolls	30	100	3,000
Mob bucket	2	300	600
Mob	2	280	360
Web Brush	2	150	300
Plasta sil	2	300	600
Hoops	10	300	3,000
Plastic tables	10	550	5,500
Mattress Covers	10	1,200	12,000
Total			28,360

Staffroom items

Item	Pieces
Tables with drawers 4 x 2.5 ft	12
Tables 4 x 2.5 ft	9

Lower classrooms items

Item	Pieces
Chairs	40
Tables	10
Desks	15

For all the above staffroom and lower classrooms items, I will get quotations from the wood and metal workshops in the Sheltered Workshops within the next few days.

Stairs project

The chairman of the board had been really busy with other work responsibilities. This made the board to delegate the work of completing the stairs and the roof to the vice chairman who promised to start the work next week. He was also to work on the painting of the playing equipment during the weekend. I will thereafter prepare the reports about the two projects.

I wish you all the best in your work.

Yours James.