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 openned well this year and we have an enrolement 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.

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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

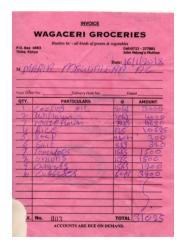
FEEDING PROGRAMME (FP)

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			
1	WAGACERI GRO	CERI	ES	
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4	CORING DIL	204	280	
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10	Strel won	Idens	150	
14	match box	100	30	
2	enignis	1549	1500	
10	cabbases	6086	340	
12	carrates	ISTOR	1500	
13	Tomators	1589	1500	
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5	Green Grans	9015	11700	
6	Beune	SH	7200	
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2	Soul 2 bens	-	300	
Cr	onions	1525	150€	
10	Cannots -	188	1500	
1-1	Tomatoos	1583	1402	
12	Cublisps	60fis	4500	
12	Step Wool	1800	300	
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42				
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Requirements.

Due to the increased enrolement, 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
	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
	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.