This I did this week at for the MaKuYa Museum.

Week: 3 (Month & Dates) 18– 23 January 2016

|  |  |  |  |
| --- | --- | --- | --- |
|  | Work / activities I did | Number of Guest & from where (& comments) | Money Spent |
| Sunday |  |  |  |
| Monday | I went to TRA, learning and asking if we need to do something as NGO. | 1 visitors visited the museum and she said that we need to educated our children through this museum since there is education given special for young girls like belly mask. Nice to see the museum for the first time. | No money spend |
| Tuesday |  I went to check receipt books but it was not yet until Tuesday, also I went to visit National Health Insurance Fund to learn on how employee is responsible to deal with employer for health issue. I went MTUWASA to pay water bill. | No visitors visited | 2,500/= water bill. |
| Wednesday | I went to take receipt books, also I went poster for letter where I got Card for director and invoice for our letter box Welcoming guest.  | No visitors visited | 85,000/= Payment for receipt book. |
| Thursday |  Drilling the wall and fixing pictures in the wall. And welcoming guest. |  1 visitor visited museum from Mtwara Municipal, he said that Mtwara has a lot and rich of cultural wealth but it’s not know by most of people and being discovered as source of income and. So if we continue keeping things like here it will be source of tourism and advertising our culture. |   40,000/= buying Electricity because of the work inside the museum for drilling and fixing the things. |
| Friday | Drilling the wall and fixing flames in the wall. | No visitor visited  | No money spent |
| Saturday |

|  |
| --- |
|  |

 Welcoming guest and Writing weekly report | 2 teachers visited museum from Chawi secondary School, they said that its place real for teaching each other and among of the teacher it was second time to come who invited his teacher to visit. Also said they are arranging the tour with students so that they can learn different issue about museum. Hence they will inform once the tour will be arranged  | No money spent |

1. Total amount spent by this week is **127,500/=**
2. Total number of visitors by this week is: **3**
3. Students:
4. Teachers: 2
5. Foreigners from:
6. Governmental Officials:
7. Mtwara municipal visitors: 2
8. Other visitors from
9. Total number of visitors for three weeks of January is 10**.**

**Balance remains 352,500/=**

***Prepared by***

***……………………………….***

 ***Chilumba Saidi***

***Curator***