

## MINUTES FOR MONTHLY MEETING – 2022 June

<b>Date</b>	10 June 2022 (Fri)	<b>Time</b>	10am
<b>Venue</b>	Jurong Office + Zoom		
<b>Attendance</b>			
Stephanie Loke	Lih Woei	Weng Jun	Fannie Huang
Jasmine Sam	Julie Ooi	See Mun	Yen Chin
<b>Absent</b>			
Raymond See	Phui Sun	Regine	

1	DESCRIPTION	ACTION BY																															
<b>1</b>	<p><b>Outstanding B/F from Last Month</b></p> <p><b><u>Outstanding payment update</u></b></p> <ul style="list-style-type: none"> <li>❖ <b><u>Lee Shiaw Hwee</u></b>  Fannie reported that Lee Shiaw Hwee had PAYNOW \$250 on 9/6/2022. As she promised that she would pay fixed amount \$250 in each month until payment clear.</li> <li>❖ <b><u>Lee Jin Wei</u></b>  Fannie reported that Lee Jin Wei had fully paid outstanding course fee already. she has applied for withdrawal in May. But she still should pay course fee for June by Giro.</li> <li>❖ <b><u>Completion Certificate of Lim Mei Sia</u></b>  Fannie reported she had prepared the Letter of Consent and put in KIV file. The Completion Certificate would be issued after Stephanie signed.  Stephanie has instructed Fannie to follow up Weng Jun till this case was completed.</li> </ul>	Fannie																															
<b>2</b>	<p><b>Issues for This Month</b></p> <p><b><u>Stephanie (CFO)</u></b></p> <ul style="list-style-type: none"> <li>❖ <b><u>Monthly Report</u></b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Cash Budget</th> <th>Giro Report</th> <th>Recruitment Report</th> <th>Withdrawal Report</th> <th>Student Service Report</th> <th>Daily Task Report</th> <th>Register Fee No enrolment</th> </tr> </thead> <tbody> <tr> <td>Jurong</td> <td style="text-align: center;">√</td> <td style="text-align: center;">X</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td rowspan="2" style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Bugis</td> <td style="text-align: center;">√</td> <td style="text-align: center;">X</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Remark</td> <td></td> <td>Submit soon</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Cash Budget	Giro Report	Recruitment Report	Withdrawal Report	Student Service Report	Daily Task Report	Register Fee No enrolment	Jurong	√	X	√	√	√	√	√	Bugis	√	X	√	√	√	√	Remark		Submit soon						
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	<p>❖ <b><u>Session 2</u></b>  Date: 19.06.2022 (Sunday)  Time: 10am – 11am  Speaker: Mandy Loke  Venue: Jurong Classroom</p>	
3.3	<p><b><u>Revision Class Package</u></b>  Going to plan the Revision Class Package for</p> <ul style="list-style-type: none"> <li>- <b>LCCI Subjects</b></li> <li>- <b>EDFA Subjects</b></li> </ul>	
<b>4</b>	<b>Others</b>	
	<ul style="list-style-type: none"> <li>- New class in June Intake would be blend (Classroom + Online) including PA/QT/FA/MA/PC/CS/AS</li> <li>- BE/ES Course Schedule would be followed by CR as there were around 20 students had CR in the morning and BE/ES in the afternoon on Sunday.</li> <li>- QT Study Notes had not been changed and could use the same textbook.</li> <li>- Enrolment ACCA Course would use the latest Student Contract.</li> </ul>	<p>Yen Chin</p> <p>Jasmine</p>
	The next monthly meeting will be held on 8/7/2022(Friday), 10am at Jurong office.	