

MINUTES FOR MONTHLY MEETING – 2021 DEC

| | | | |
|-------------------|----------------------|-------------|---------------|
| Date | 3 Dec 2021 (Thu) | Time | 10:00am |
| Venue | Jurong Office + Zoom | | |
| Attendance | | | |
| Raymond See | Stephanie Loke | Lih Woei | Weng Jun |
| Fannie Huang | Yi Zhuang | Jasmine Sam | Nicholas Chai |
| See Mun | Phui San | - | - |

| | DESCRIPTION | ACTION BY |
|----------|--|-----------|
| 1 | Outstanding B/F from Last Month | |
| 1.1 | <ul style="list-style-type: none"> ❖ <u>E-Student Request Form</u> Since all of student request form start used by spreadsheets, so it is faster and easier to solving issues and print the summary list as Student Service Report. | Fannie |
| 1.2 | <ul style="list-style-type: none"> ❖ <u>Lee Shiau Hwee Payment Report</u> Nicholas has been requested to make more detail payment report of Lee Shiau Hwee. | Nicholas |
| 1.3 | <ul style="list-style-type: none"> ❖ <u>Evaluation Form Report</u> Nicholas has reported that the number of FA/MA/CR class which completed the evaluation form has reached more than 50%. | Nicholas |
| 1.4 | <ul style="list-style-type: none"> ❖ <u>Zoom class attendance rate</u> Stephanie has instructed all admin staffs must complete the student attendance record. And Fannie is also requested to prepared the EDFA Exam Candidate Listing as soon as possible. | ALL |
| 1.5 | <ul style="list-style-type: none"> ❖ <u>Course Preview Online</u> YiZhuang has updated the Two seminar status on 4 Dec and 6 Dec. Stephanie has recommended all staffs actively participate and continue to follow up more potential students. | ALL |
| 2 | Issues for This Month | |
| 2.1 | <p><u>Raymond(CEO)</u></p> <p>a) Improve of Corporate Cultures</p> <ul style="list-style-type: none"> ❖ Team Spirits ❖ Customer Services Quality ❖ Positive Mindset ❖ Positive and Constructive Feedback ❖ Transparency | ALL |

b) Systems Transformation

❖ Student Attendance Recording at SMS

Try to get ready before new intake starts, activating the Student Portal.
SMS will control the Student Attendance Recording through student login and logout. SMS can calculate automatically the attendance rate.

❖ Course Planning Notification

Students can view their course planning through Student Portal. Pay attention to course planning to avoid mistakes. If there are any changes, students need to be notified in time.

❖ Standardized of Program, Intake and Modular Billing

All of the Class Code, Intake Code, etc, will be unified and standardized.

❖ Digitalized student request and exam enrollment

Already started using Google spreadsheets.

❖ Attendance Recording for Admin Team

Quick HR APP will be started from next week. It will be link down to staff payroll system.

❖ Others

Briefing and Internal Training will be conducted upon ready BY Mid of December 2021.

2.2 Stephanie (CFO)

❖ Monthly Report

| | Cash Budget | Giro Report | Recruitment Report | Withdrawal Report | Student Service |
|--------|-------------|-------------|--------------------|-------------------|-----------------|
| Jurong | √ | √ | √ | √ | √ |
| Bugis | √ | √ | √ | √ | √ |
| Remark | | | | | |

❖ Add on TASK LIST for this month and next month for monthly meeting

Important Task List

| Name | Dec 2021 | Jan 2022 | Remark |
|---------------|--|---|--------|
| Weng Jun | Recruitment for New Intake Exam Arrange | CPE Annual updates GST Submission | |
| Fannie Huang | Course Flyer All class course Schedule Classroom Planning New Intake PA Teaching | EDFA Exam Result Graduates Listing for EDFA/LCCI L3/LCCI L2 | |
| Jasmine Sam | -Recruitment for new intake -stock control -binding books -new class attendance -selling pass year qna -reminder for new students | -Recruitment for new intake (join class) -Recruitment for march intake -closing all documentation year 2021(annual income,qna) | |
| Nicholas Chai | -Recruitment for new intake -Zoom class attendance -Make poster and video -Facebook marketing | -Recruitment for new intake -Proposal for new intake -Facebook marketing | |
| Phui Sam | -new class attendance -selling pass year Q&A -reminder for new students -binding books | -closing receipt and invoice for year 2021 -Recruitment for March intake | |

❖ Report daily to the relevant group – New Class Group, Student Care Group, Course Material Group, etc

| 2.3 | <u>LCCI Level 3 Package Pricing update</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------------------|----------------------|--|--------------------------|--|---------|------|---------|------|----------------------|--------|-------------------------|--------|-----------------------|--------|----------------------|-------|---------------------|--------|-------------------------|-------|----------------------------------|--------|-------------------------|-------|--------------------------------|--------|--------------------------------|--------|-------|---------------|--|---------------|
| <table border="1"> <thead> <tr> <th colspan="2" data-bbox="284 165 780 215">LCCI Level 3 Package</th> <th colspan="2" data-bbox="780 165 1283 215">FOC LCCI Level 2 Package</th> </tr> <tr> <th data-bbox="284 215 667 286">Subject</th> <th data-bbox="667 215 780 286">Cost</th> <th data-bbox="780 215 1181 286">Subject</th> <th data-bbox="1181 215 1283 286">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 286 667 353">Financial Accounting</td> <td data-bbox="667 286 780 353">\$2000</td> <td data-bbox="780 286 1181 353">Principle of Accounting</td> <td data-bbox="1181 286 1283 353">\$1300</td> </tr> <tr> <td data-bbox="284 353 667 421">Managerial Accounting</td> <td data-bbox="667 353 780 421">\$1500</td> <td data-bbox="780 353 1181 421">Principle of Costing</td> <td data-bbox="1181 353 1283 421">\$700</td> </tr> <tr> <td data-bbox="284 421 667 488">Business Statistics</td> <td data-bbox="667 421 780 488">\$2300</td> <td data-bbox="780 421 1181 488">Quantitative Techniques</td> <td data-bbox="1181 421 1283 488">\$800</td> </tr> <tr> <td data-bbox="284 488 667 595">Advanced Commercial Calculations</td> <td data-bbox="667 488 780 595">\$1700</td> <td data-bbox="780 488 1181 595">Commercial Calculations</td> <td data-bbox="1181 488 1283 595">\$700</td> </tr> <tr> <td data-bbox="284 595 667 694">Accounting Systems and Control</td> <td data-bbox="667 595 780 694">\$1000</td> <td data-bbox="780 595 1181 694">Accounting Systems and Control</td> <td data-bbox="1181 595 1283 694">\$1000</td> </tr> <tr> <td data-bbox="284 694 667 752">Total</td> <td data-bbox="667 694 780 752">\$8500</td> <td data-bbox="780 694 1181 752"></td> <td data-bbox="1181 694 1283 752">\$4500</td> </tr> </tbody> </table> <p data-bbox="284 824 676 864"><u>LCCI L3 Package (FOC L2)</u></p> <p data-bbox="284 900 1251 1025">Original Price \$8500 (FOC L2 costing \$4500) is updated to Promotion Price \$6600, Students will save \$ 1900 when they choose L3 package.</p> | | | LCCI Level 3 Package | | FOC LCCI Level 2 Package | | Subject | Cost | Subject | Cost | Financial Accounting | \$2000 | Principle of Accounting | \$1300 | Managerial Accounting | \$1500 | Principle of Costing | \$700 | Business Statistics | \$2300 | Quantitative Techniques | \$800 | Advanced Commercial Calculations | \$1700 | Commercial Calculations | \$700 | Accounting Systems and Control | \$1000 | Accounting Systems and Control | \$1000 | Total | \$8500 | | \$4500 |
| LCCI Level 3 Package | | FOC LCCI Level 2 Package | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | Cost | Subject | Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Accounting | \$2000 | Principle of Accounting | \$1300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Managerial Accounting | \$1500 | Principle of Costing | \$700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Statistics | \$2300 | Quantitative Techniques | \$800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Advanced Commercial Calculations | \$1700 | Commercial Calculations | \$700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounting Systems and Control | \$1000 | Accounting Systems and Control | \$1000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | \$8500 | | \$4500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Working Planning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | <p data-bbox="284 1234 405 1267"><u>Weng Jun</u></p> <p data-bbox="284 1335 1270 1433">Weng Jun has reported about half price for Retake Student. He suggested no need for instalment & student contract, and billing on point of sales under admin fees for retake.</p> <p data-bbox="284 1536 1117 1570">He also proposed the important task for Dec & Jan, which is including</p> <ul data-bbox="284 1603 667 1749" style="list-style-type: none"> - Recruitment for New Intake - Exam Arrange - CPE Annual updates - GST Submission <p data-bbox="284 1783 1286 1850">Stephanie has agreed and instructed every staff should prepare the important task list before next monthly meeting.</p> | Info | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | <p data-bbox="284 1917 608 1951"><u>Course Planning and Exam</u></p> <ul data-bbox="331 1984 1225 2018" style="list-style-type: none"> ❖ Yi Zhuang has reported about student request about LCCI Exam notice. | Info | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | ❖ Nicholas has reported about the course planning and requested when can get the Revised version of the new textbook. | |
| 4 | Additional Special Arrangement for Seminar on 4 & 6 Dec 2021 | |
| | <p>Stephanie has instructed Special Arrangement who wish to upgrade from Level 2 to Level 3 package can additional \$100 offset from LCCI package, so total \$6500 with one year equal instalment and Dec Course fees can use for offset the 1st instalment, cut off day until 6 Dec 2021.</p> <p>This special promotion is ONLY for Seminar on 4 & 6 Dec 2021.</p> | Info |

| PREPARED BY | |
|-------------------------------------|--|
| Fannie Huang | |
| ACKNOWLEDGED AND APPROVED BY | |
| Raymond See | |
| Stephanie Loke | |