

UPEPEO CLUB VIDEO LENDING SYSTEM

Upepeo Club is run by young entrepreneurs and lends videos to its members. Its operations are as outlined below:

- When the club acquires new videos, they are categorized, coded and labeled. These details are then recorded in the inventory and the video catalogue is updated. Videos are categorized as comedy, general, horror, thriller or cartoon.
- A new member is issued with a membership card upon payment of a registration fee of Ksh.5,000. This card has a membership number, name and identification number. These details together with other member details such as residential address, occupation and date of joining are also captured.
- When members come to borrow, they go through the catalogue to identify the desired videos. Using the video identification code in the catalogue, the video title is traced to its storage location. A missing video could either have been borrowed or withdrawn. Should a member find some desired videos, he/she produces a membership card and the details of the video are recorded before they leave the borrowing counter. Videos borrowed are expected to be returned three days after the borrowing date. A list of all overdue videos is compiled periodically.
- When a video is returned, an attendant checks its condition. The attendant then records its condition and date of return. If a video is damaged or reported lost, the member is surcharged Ksh.700 for the video.

The cost of borrowing a video for three days is based on its category as follows:

Video Category	Borrowing rate in Ksh
Comedy	70
General	50
Horror	40
Thriller	60
Cartoon	80

A video that has been on loan for more than the three days attracts a fine for every day overdue as follows:

Video Category	Daily fine rate in Ksh
Comedy	42
General	30
Horror	24
Thriller	36
Cartoon	48

A video is assumed lost if it remains unreturned for 14 days after the due date, in which case the member is surcharged for the days overdue and the loss.

Members should not have more than five videos in their possession at a time. They however, may borrow videos with outstanding bills as long as a bill does not exceed a half of the membership fee. All bills must be cleared within the calendar month. Every end of the month, the revenue collected is allocated as follows:

- 27% on administration
- 54% on salaries
- 7% for miscellaneous expenses

The balance is set aside for club development.

Develop a well documented system for the club that will:

- i) maintain members records;
- ii) maintain and track video records;
- iii) facilitate issuance of videos;
- iv) bill members and compute club monthly revenue and expenses;
- v) generate appropriate reports.