

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

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Senior Consultant

The Litmus Partnership Limited

February 2019



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section one
auditor's notes

auditor's notes

for the attention of Mr Graham Swindells

The report presents the monitoring figures for the month of February of the current year for Bishop Vesey's Grammar School ~ catering account.

We have reconciled to the contractor's trading invoices and phased budget for actual and budgeted performances. We feel the monitoring report reflects a true and fair view upon the catering services rendered for Bishop Vesey's Grammar School.

Following the end of period eleven of trading, the net cost of catering is £19.7k favourable to budget, due to total sales being £32.2k over budget. Sundry expenses are also £2.1k below budget.

This document is made accessible for discussion within your forthcoming consultancy meeting with Mr Michael G Neales.

section two

year to date comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Eleven

Budget Year ~ April 2018 to March 2019

Budget Heading	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	% of Actual Sales	2018/19 Actual	% of Bdgtd Sales	2018/19 Budget	2018/19 Variance
Sales :										
Sales	£118,579.50	£188,185.07	£195,878.61	£211,691.01	£210,182.73	92.14%	£267,452.55	93.61%	£241,583.77	£25,868.78
Adult Sales	£9.06			£503.50	£698.09	0.63%	£1,824.37			£1,824.37
Client Issues	£9,646.34	£13,599.58	£14,097.41	£13,256.12	£15,768.70	7.23%	£20,990.25	6.39%	£16,486.06	£4,504.19
Total Sales	£128,234.90	£201,784.65	£209,976.02	£225,450.63	£226,649.52	100.00%	£290,267.17	100.00%	£258,069.83	£32,197.34
Less Consumption :										
Opening Stock	£16,489.92				£50,485.41	23.82%	£69,142.98			£69,142.98
Cost of Sales	£68,947.31	£106,768.63	£98,991.15	£105,092.10	£118,382.31	48.26%	£140,088.03	48.56%	£125,318.68	£14,769.35
Less Closing Stock	-£16,489.92				-£52,710.09	-24.39%	-£70,804.60			-£70,804.60
Total Consumption	£68,947.31	£106,768.63	£98,991.15	£105,092.10	£116,157.63	47.69%	£138,426.41	48.56%	£125,318.68	£13,107.73
Gross Profit :										
Total Gross Profit	£59,287.59	£95,016.02	£110,984.87	£120,358.53	£110,491.89	52.31%	£151,840.76	51.44%	£132,751.15	£19,089.61
Gross Profit %	46.23%	47.09%	52.86%	53.39%	48.75%		52.31%		51.44%	0.87%
Less Labour:										
Basic Pay	£43,261.69	£82,743.70	£84,094.93	£94,209.87	£86,220.87	34.87%	£101,219.92	40.55%	£104,652.81	-£3,432.89
Employers' NI	£1,012.66				£6,366.47	1.27%	£3,676.08			£3,676.08
Employers Pens	£248.99				£887.32	0.27%	£778.03			£778.03
NEST Pens	£21.77									
PAYE					£3,289.20					
Overtime	£1,696.75									
Apprenticeship Levy					£436.07	0.17%	£500.78			£500.78
Other Deductions					£321.98	-0.02%	-£44.60			-£44.60
Sick Pay	£110.33									
DBS Check	£520.00									
Total Labour Costs	£46,872.19	£82,743.70	£84,094.93	£94,209.87	£97,521.91	36.56%	£106,130.21	40.55%	£104,652.81	£1,477.40
Less Expenses:										
Disposables	£830.99	£4,272.65	£2,049.25	£5,433.31	£2,133.79	0.73%	£2,123.99	2.31%	£5,972.12	-£3,848.13
Cleaning Materials	£294.74	£2,585.24	£1,539.24	£1,795.74	£1,473.96	0.34%	£996.96			£996.96
IT Equipment & Recharge	£44.00	£100.00								
Uniforms & Laundry	£1,720.11	£1,458.32	£1,000.00	£250.00	£1,871.03	0.19%	£543.84			£543.84
Marketing Expenses	£263.79	£1,250.00	£1,375.00	£750.00	£15.54	0.01%	£28.33			£28.33
Equipment Purchases	£1,413.68	£1,500.00			£899.84	0.05%	£140.76			£140.76
Equipment Hire	£76.55	£240.00	£1,320.00	£1,320.00		0.01%	£28.96			£28.96
Deep Clean	£150.00	£500.00	£1,500.00	£1,350.00						
Bank / Credit Card Charges	£702.07									
Cash Collection	£360.81	£1,730.00	£2,750.00	£2,750.00						
Subcontracted Deep Clean Costs	£200.00				£1,249.00					
Sundry Expenses	£0.50	£226.00	£1,112.90	£872.09	-£11.37					
Telephone	£348.72				£64.83					
Subcontracted Refuse	£503.44									
Stationary & Postage	£426.86	£513.30	£1,375.34	£964.37	£108.75	0.05%	£152.24			£152.24
Training	£158.70	£577.16								
Depreciation	£1,000.00	£5,500.00	£5,500.00	£5,500.00	£11,091.30	3.82%	£11,091.63	4.30%	£11,088.33	£3.30
Staff Advertising & Recruitment	£43.20	£31.50								
CRB			£380.00							
Stock Movement				£400.90	-£498.91	-0.05%	-£137.67			-£137.67
Management Fee	£2,614.99	£14,664.98	£14,497.66	£12,500.00	£5,500.00	1.89%	£5,500.00	2.13%	£5,500.00	
Total Expenses	£11,153.15	£35,149.15	£34,399.39	£33,886.41	£23,897.76	7.05%	£20,469.04	8.74%	£22,560.45	-£2,091.41
Total Overheads	£58,025.34	£117,892.85	£118,494.32	£128,096.28	£121,419.67	43.61%	£126,599.25	49.29%	£127,213.26	-£614.01
Less Gross Profit	-£59,287.59	-£95,016.02	-£110,984.87	-£120,358.53	-£110,491.89	-52.31%	-£151,840.76	-51.44%	-£132,751.15	-£19,089.61
NET COST OF CATERING	-£1,262.25	£22,876.83	£7,509.45	£7,737.75	£10,927.78	-8.70%	-£25,241.51	-2.15%	-£5,537.89	-£19,703.62
Plus Adjustment:										
Balancing Subsidy	-£1,045.60	-£17,245.60	-£6,714.45	-£7,737.75	-£16,607.57	5.72%	£16,593.09	-1.21%	-£3,109.98	£19,703.07
Total Adjustments	-£1,045.60	-£17,245.60	-£6,714.45	-£7,737.75	-£16,607.57	5.72%	£16,593.09	-1.21%	-£3,109.98	£19,703.07
Total Fixed Invoiced Cost	-£2,307.85	£5,631.23	£795.00		-£5,679.79	-2.98%	-£8,648.42	-3.35%	-£8,647.87	-£0.55
Plus Client Issues:										
Client Issues Recharged	£9,646.34	£13,600.30	£14,153.60	£13,824.91	£15,768.71	7.23%	£20,990.25			
Total Client Issues	£9,646.34	£13,600.30	£14,153.60	£13,824.91	£15,768.71	7.23%	£20,990.25			
Total Invoiced Cost Pre Vat	£7,338.49	£19,231.53	£14,948.60	£13,824.91	£10,088.92	4.25%	£12,341.83			
Plus VAT:										
Input VAT	£7,242.16	£8,226.77	£5,294.51	£9,723.65	£8,082.49	2.62%	£7,619.22			
Output VAT	-£319.91	-£117.76	£1,339.85	-£347.53	-£46.61					
Total VAT	£6,922.25	£8,109.01	£6,634.36	£9,376.12	£8,035.88	2.62%	£7,619.22			
Total Invoiced Cost Plus VAT	£14,260.74	£27,340.54	£21,582.96	£23,201.03	£18,124.80	6.88%	£19,961.05			
Plus Additional Invoices/Credits:										
Net Invoice Value		-£1,334.55			£1,610.33	-0.06%	-£167.50			
VAT Charged		-£79.17			£322.07	-0.00%	-£5.50			
Total Additional Invoice/Credit		-£1,413.72			£1,932.40	-0.06%	-£173.00			

section three

monthly comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School
Monthly Monitoring Analysis - Month Eleven

Month of :	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18	Feb-19				
Budget Heading	Actual	Actual	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :										
Sales	£15,997.98	£17,505.00	£26,416.00	£20,673.58	£21,245.72	95.00%	£33,461.86	93.73%	£22,228.45	£11,233.41
Adult Sales				£503.50	£117.15	0.62%	£219.79			£219.79
Client Issues	£1,185.90	£960.00	£1,533.60	£833.60	£1,486.84	4.38%	£1,542.99	6.27%	£1,486.84	£56.15
Total Sales	£17,183.88	£18,465.00	£27,949.60	£22,010.68	£22,849.71	100.00%	£35,224.64	100.00%	£23,715.29	£11,509.35
Less Consumption :										
Opening Stock					£6,492.41	22.36%	£7,875.66			£7,875.66
Cost of Sales	£8,850.26	£8,203.00	£12,482.00	£10,556.13	£11,223.99	41.15%	£14,495.86	48.56%	£11,516.14	£2,979.72
Less Closing Stock					-£5,995.43	-23.52%	-£8,284.78			-£8,284.78
Total Consumption	£8,850.26	£8,203.00	£12,482.00	£10,556.13	£11,720.97	39.99%	£14,086.74	48.56%	£11,516.14	£2,570.60
Gross Profit :										
Total Gross Profit	£8,333.62	£10,262.00	£15,467.60	£11,454.55	£11,128.74	60.01%	£21,137.90	51.44%	£12,199.15	£8,938.75
Gross Profit %	48.50%	55.58%	55.34%	52.04%	48.70%		60.01%		51.44%	8.57%
Less Labour:										
Basic Pay	£7,505.66	£7,827.00	£7,962.63	£11,454.55	£8,141.03	25.88%	£9,114.59	40.12%	£9,513.83	-£399.24
Employers' NI					£551.05	0.90%	£316.19			£316.19
Employers Pens					£281.56	0.19%	£66.91			£66.91
NEST Pens										
PAYE										
Overtime										
Apprenticeship Levy					£43.43	0.13%	£45.57			£45.57
Other Deductions					£27.24					
Sick Pay										
DBS Check										
Total Labour Costs	£7,505.66	£7,827.00	£7,962.63	£11,454.55	£9,044.31	27.09%	£9,543.26	40.12%	£9,513.83	£29.43
Less Expenses:										
Disposables	£180.84	£257.00	£694.00	£414.08	£54.60	0.47%	£166.57	2.29%	£542.92	-£376.35
Cleaning Materials	£289.94	£187.00	£226.00	£188.10	£98.24	0.21%	£75.42			£75.42
IT Equipment & Recharge										
Uniforms & Laundry	£83.33									
Marketing Expenses	£125.00	£125.00								
Equipment Purchases	£100.00				£95.70					
Equipment Hire		£120.00	£120.00	£120.00						
Deep Clean	£125.00									
Bank / Credit Card Charges										
Cash Collection	£136.50	£250.00	£250.00	£250.00						
Subcontracted Deep Clean Costs										
Sundry Expenses		£113.00	£104.00							
Telephone										
Subcontracted Refuse										
Stationary & Postage	£41.66	£121.00	£87.67	£87.67	£78.80					
Training										
Depreciation	£500.00	£500.00	£500.00	£500.00	£1,008.33	2.86%	£1,008.33	4.25%	£1,008.00	£0.33
Staff Advertising & Recruitment	£31.50									
CRB										
Stock Movement				£40.09	£19.34	0.13%	£46.53			£46.53
Management Fee	-£1,333.33	£1,333.00	£1,250.00		£500.00	1.42%	£500.00	2.11%	£500.00	
Total Expenses	£280.44	£3,006.00	£3,231.67	£1,599.94	£1,855.01	5.10%	£1,796.85	8.65%	£2,050.92	-£254.07
Total Overheads	£7,786.10	£10,833.00	£11,194.30	£13,054.49	£10,899.32	32.19%	£11,340.11	48.76%	£11,564.75	-£224.64
Less Gross Profit	-£8,333.62	-£10,262.00	-£15,467.60	-£11,454.55	-£11,128.74	-60.01%	-£21,137.90	-51.44%	-£12,199.15	-£8,938.75
NET COST OF CATERING	-£547.52	£571.00	-£4,273.30	£1,599.94	-£229.42	-27.82%	-£9,797.79	-2.68%	-£634.40	-£9,163.39
Plus Adjustment:										
Balancing Subsidy	£1,153.59	-£482.70	£4,273.30	-£1,599.94	-£270.58	25.58%	£9,011.61	-0.64%	-£151.77	£9,163.38
Total Adjustments	£1,153.59	-£482.70	£4,273.30	-£1,599.94	-£270.58	25.58%	£9,011.61	-0.64%	-£151.77	£9,163.38
Total Fixed Invoiced Cost	£606.07	£88.30			-£500.00	-2.23%	-£786.18	-3.32%	-£786.17	-£0.01
Plus Client Issues:										
Client Issues Recharged	£1,185.90	£960.00	£1,533.95	£1,337.10	£1,486.84	4.38%	£1,542.99			
Total Client Issues	£1,185.90	£960.00	£1,533.95	£1,337.10	£1,486.84	4.38%	£1,542.99			
Total Invoiced Cost Pre Vat	£1,791.97	£1,048.30	£1,533.95	£1,337.10	£986.84	2.15%	£756.81			
Plus VAT:										
Input VAT	£747.03	£749.97	£570.59	£968.10	£679.23	2.26%	£797.64			
Output VAT		-£10.17	-£21.77	-£13.93						
Total VAT	£747.03	£739.80	£548.82	£954.17	£679.23	2.26%	£797.64			
Total Invoiced Cost Plus VAT	£2,539.00	£1,788.10	£2,082.77	£2,291.27	£1,666.07	4.41%	£1,554.45			
Plus Additional Invoices/Credits:										
Net Invoice Value					£1,610.33					
VAT Charged					£322.07					
Total Additional Invoice/Credit					£1,932.40					

section four

performance tracker schedule

Bishop Vesey's Grammar School ~ Performance Tracker Schedule



Gross Profit Tracker

Gross Profit Tracker	Month 1	Month 2	Month 3	1st Quarter Average
Gross Profit	56.80%	51.56%	56.05%	54.80%

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit	46.49%	0.00%	49.25%	31.91%

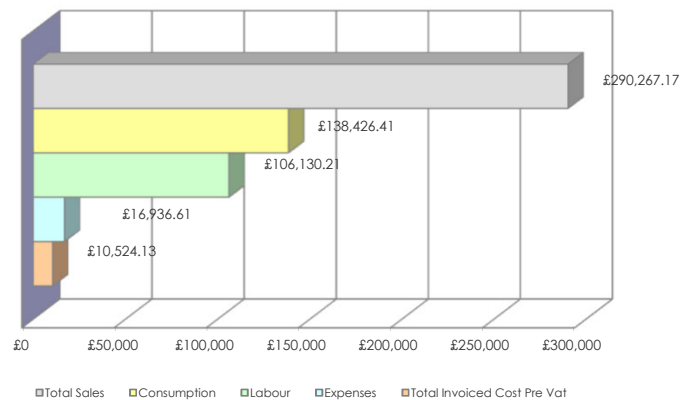
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	51.57%	51.84%	48.25%	50.56%

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit	49.98%	60.01%		

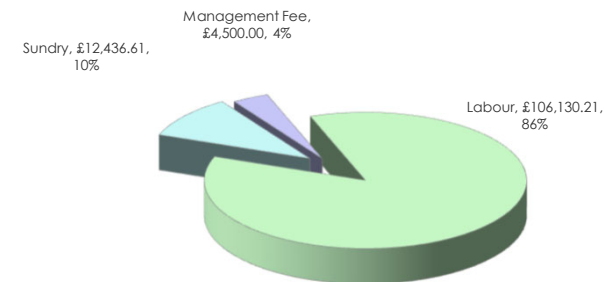
Monthly Performance Summary

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Total Sales	£18,803	£24,521	£25,832	£17,329	£0.00	£33,643	£38,684	£35,986	£27,037	£33,208	£35,225		£290,267.17
Consumption	43.20%	48.44%	43.95%	53.51%	0.00%	50.75%	48.43%	48.16%	51.75%	50.02%	39.99%		47.69%
Gross Profit	56.80%	51.56%	56.05%	46.49%	0.00%	49.25%	51.57%	51.84%	48.25%	49.98%	60.01%		52.31%
Labour	52.04%	39.46%	36.09%	52.06%	0.00%	29.50%	26.02%	27.12%	36.67%	29.24%	27.09%		36.56%
Sundries	6.32%	5.33%	5.27%	7.44%	0.00%	5.28%	4.15%	4.44%	4.83%	3.72%	3.68%		5.16%
Management Fee	2.66%	2.04%	1.94%	2.89%	0.00%	1.49%	1.29%	1.39%	1.85%	1.51%	1.42%		2.03%
Net Cost of Catering	£793.61	£1,159.47	£3,295.23	£2,754.58	£10,894.36	£4,369.93	£7,782.38	£6,798.28	£1,326.76	£5,154.22	£9,797.79		£25,241.51
Variance	£2,152.66	£377.26	£1,411.24	£531.27	£670.39	£2,313.89	£4,297.23	£1,686.05	£627.32	£1,100.70	£9,163.39		£19,703.62

Total Invoice Breakdown ~ YTD



Breakdown of Overheads ~ YTD



section five

contractor's invoices & trading accounts

INVOICE

Bishop Vesey's Grammar School
Lichfield Road
Sutton Coldfield
Sutton Coldfield
B74 2NH



Aspens Services Ltd
Suite 5, Offerton Barns Business Centre
Offerton Lane
Hindlip, Worcestershire
WR3 8SX
Tel: 01905 759613

Invoice Number: S300-W-7754

Invoice Date: 28th Feb 2019

Description	Net	Vat	Gross
Services Provided :	£756.81	£797.64	£1,554.45
<hr/>			
Your Output VAT on Sales @20% of	£-219.79	is	£-43.96
Your Output VAT on Sales @0% of	£-33,461.86	is	£0.00
Your Input VAT on Purchases @20% of	£2,699.65	is	£539.93
Your Input VAT on Purchases @0% of	£20,687.22	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,543.26	is	£0.00
Your Input VAT on Other @20% of	£1,508.33	is	£301.67
Your Input VAT on Other @0% of	£0.00	is	£0.00
TOTAL	£756.81		£797.64

Net Total: £756.81
Vat Total: £797.64
Net Total: £1,554.45

Please make cheques payable to Aspens Services Limited and send to the address above.

Bank Details: HSBC, Sort Code: 40-61-35, Account number: 03008104

Standard payment terms are 14 days from date of invoice

VAT Registration No: 931241262

For any queries, please contact Aspens Services Ltd on 01905 759613

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



Description	Net
Cash Sales	
Catering Cashless Students	33,461.86
Catering Cashless Adults	219.79
Subtotal Cash Sales	33,681.65
Credit Sales	
Duty Meals	218.16
FSM	638.28
Hospitality	686.55
Subtotal Credit Sales	1,542.99
Total Sales	35,224.64
Cost of Sales	
Opening Stock	7875.66 (01/02/2019)
Purchases	14,495.86
Closing Stock	8284.78 (28/02/2019)
Consumption	14,086.74
Gross Profit	21,137.90
GP%	60.01%
Labour	
Labour	9,543.26
Total Labour	9,543.26
Sundries	
Opening Stock	638.72 (01/02/2019)
Purchases	241.99
Closing Stock	592.19 (28/02/2019)
Total Sundries	288.52
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-9,797.79
Invoice Reconciliation	

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



Net Cost of Catering	-9,797.79
Cost Adjustment	9,011.61
Credit Sales	1,542.99
Invoice Value (GBP)	756.81

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



	1st Feb 2019 (Fri)	2nd Feb 2019 (Sat)	3rd Feb 2019 (Sun)	4th Feb 2019 (Mon)	5th Feb 2019 (Tue)	6th Feb 2019 (Wed)	7th Feb 2019 (Thu)
Duty Meals	13	0	0	13	13	15	13
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	14.04	0.00	0.00	14.04	14.04	16.20	14.04
FSM	39	0	0	41	40	40	45
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	42.12	0.00	0.00	44.28	43.20	43.20	48.60
	8th Feb 2019 (Fri)	9th Feb 2019 (Sat)	10th Feb 2019 (Sun)	11th Feb 2019 (Mon)	12th Feb 2019 (Tue)	13th Feb 2019 (Wed)	14th Feb 2019 (Thu)
Duty Meals	6	0	0	14	14	14	15
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	6.48	0.00	0.00	15.12	15.12	15.12	16.20
FSM	12	0	0	43	38	38	43
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	12.96	0.00	0.00	46.44	41.04	41.04	46.44
	15th Feb 2019 (Fri)	16th Feb 2019 (Sat)	17th Feb 2019 (Sun)	18th Feb 2019 (Mon)	19th Feb 2019 (Tue)	20th Feb 2019 (Wed)	21st Feb 2019 (Thu)
Duty Meals	14	0	0	0	0	0	0
Unit Price	1.08	0.00	0.00	0.00	0.00	0.00	0.00
Net Charge	15.12	0.00	0.00	0.00	0.00	0.00	0.00
FSM	46	0	0	0	0	0	0
Unit Price	1.08	0.00	0.00	0.00	0.00	0.00	0.00
Net Charge	49.68	0.00	0.00	0.00	0.00	0.00	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



	22nd Feb 2019 (Fri)	23rd Feb 2019 (Sat)	24th Feb 2019 (Sun)	25th Feb 2019 (Mon)	26th Feb 2019 (Tue)	27th Feb 2019 (Wed)	28th Feb 2019 (Thu)
Duty Meals	0	0	0	15	14	13	16
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	16.20	15.12	14.04	17.28
FSM	0	0	0	39	42	41	44
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	42.12	45.36	44.28	47.52

Quantity Total	793	
Net Total	856.44	
Duty Meals	Quantity	202
	Net Charge	218.16
FSM	Quantity	591
	Net Charge	638.28

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



Date	Description	Qty	Unit Price	Net
1st Feb 2019	Graham. nice VIP lunch	10	2.95	29.50
1st Feb 2019	graham. afternoon refreshments	10	0.45	4.50
1st Feb 2019	breakfast meeting Graham	10	1.75	17.50
4th Feb 2019	milk DT department	1	1.45	1.45
4th Feb 2019	milk finance dept	1	1.45	1.45
6th Feb 2019	milk finance dept	1	1.45	1.45
6th Feb 2019	SHARON .DEBATING COOKIES	22	0.45	9.90
7th Feb 2019	HOCKEY. DRINKS & BISCUITS	16	1.10	17.60
8th Feb 2019	lesley/mr bowen	100	1.10	110.00
8th Feb 2019	Brian Davis careers fair	124	0.45	55.80
8th Feb 2019	Brian Davis careers fair	100	1.10	110.00
8th Feb 2019	Brian Davis careers fair unch	40	2.95	118.00
8th Feb 2019	Graham staffroom	1	25.00	25.00
11th Feb 2019	rotary youth speakers lunch	5	2.95	14.75
11th Feb 2019	milk finance dept	1	1.45	1.45
11th Feb 2019	milk DT department	1	1.45	1.45
12th Feb 2019	mr goodwin	6	2.95	17.70

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2019 - 28th Feb 2019



12th Feb 2019	lunch. for visitor	1	1.50	1.50
13th Feb 2019	HOCKEY. DRINKS & BISCUITS	16	1.10	17.60
13th Feb 2019	Michelle. lunch	10	1.45	14.50
13th Feb 2019	milk. it department	1	1.45	1.45
14th Feb 2019	HOCKEY. DRINKS & BISCUITS	16	1.10	17.60
14th Feb 2019	lunch for visitors	3	1.95	5.85
14th Feb 2019	SHARON .DEBATING COOKIES	16	1.45	23.20
15th Feb 2019	milk finance dept	1	1.45	1.45
15th Feb 2019	Graham staffroom	1	25.00	25.00
25th Feb 2019	milk. it department	1	1.10	1.10
25th Feb 2019	milk finance dept	1	1.10	1.10
25th Feb 2019	milk main school office	1	1.10	1.10
25th Feb 2019	HOCKEY. DRINKS & BISCUITS	16	1.10	17.60
28th Feb 2019	Graham staffroom	1	20.00	20.00
				686.55

section seven

phased budget

confidentiality

This report and its findings are deemed confidential to the management of Bishop Vesey's Grammar School and The Litmus Partnership Limited.



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