

# Catering Account Monitoring

## Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

June 2018



to navigate this document please either scroll down  
or click on one of the live contents sections below

## contents

auditor's notes	section 1
year to date comparative analysis ~ budget vs actuals	section 2
monthly comparative analysis ~ budget vs actuals	section 3
performance tracker schedule	section 4
contractor's invoices & trading accounts	section 5
client issue summary	section 6
phased budget	section 7

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 June 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 three of trading, the net cost of catering is £3.9k favourable to budget, due to total sales being £2.3k over budget. This is coupled with a gross profit margin of 54.66%, 3.22% above budget.

A query has been raised with regards to a £140 charge for cricket catering, which has been raised twice, despite a confirmation that food was only ordered for 56 people. Once we have received clarification for this, we shall be able to provide a further update.

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

## Miles Blackburn

---

**From:** Miles Blackburn  
**Sent:** 16 July 2018 11:28  
**To:** paul.bass@aspens-services.com  
**Cc:** Mike Neales; 'G Swindells'; 'J Cowley'  
**Subject:** Bishop Vesey June Hospitality  
**Attachments:** FW: Bishop Vesey's Grammar School June 2018 Invoice

Good morning Paul,

I hope you are well.

Would you be able to provide an update on the attached query raised by Jackie ?

With best regards,

Miles Blackburn

section two

# year to date comparative analysis ~ budget vs actuals

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

## Budget Year ~ April 2018 to March 2019

Budget Heading	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	% of Actual Sales	2018/18 Actual	% of Bdgtd Sales	2018/19 Budget	2018/19 Variance
<b>Sales :</b>									
Sales	£45,519.07	£49,261.00	£52,504.90	£48,975.30	93.47%	£64,638.53	94.52%	£63,237.54	£1,400.99
Adult Sales				£202.10	0.71%	£493.60			£493.60
Client Issues	£3,306.08	£3,435.00	£2,740.93	£3,472.15	5.82%	£4,024.10	5.48%	£3,665.65	£358.45
<b>Total Sales</b>	<b>£48,825.15</b>	<b>£52,696.00</b>	<b>£55,245.83</b>	<b>£52,649.55</b>	<b>100.00%</b>	<b>£69,156.23</b>	<b>100.00%</b>	<b>£66,903.19</b>	<b>£2,253.04</b>
<b>Less Consumption :</b>									
Opening Stock				£10,725.36	27.80%	£19,227.42			£19,227.42
Cost of Sales	£27,546.13	£25,338.00	£27,177.93	£33,778.87	45.61%	£31,542.58	48.56%	£32,488.17	<b>-£945.59</b>
Less Closing Stock				<b>-£16,886.82</b>	<b>-28.07%</b>	<b>-£19,415.15</b>			<b>-£19,415.15</b>
<b>Total Consumption</b>	<b>£27,546.13</b>	<b>£25,338.00</b>	<b>£27,177.93</b>	<b>£27,617.41</b>	<b>45.34%</b>	<b>£31,354.85</b>	<b>48.56%</b>	<b>£32,488.17</b>	<b>-£1,133.32</b>
<b>Gross Profit :</b>									
<b>Total Gross Profit</b>	<b>£21,279.02</b>	<b>£27,358.00</b>	<b>£28,067.90</b>	<b>£25,032.14</b>	<b>54.66%</b>	<b>£37,801.38</b>	<b>51.44%</b>	<b>£34,415.02</b>	<b>£3,386.36</b>
<b>Gross Profit %</b>	<b>43.58%</b>	<b>51.92%</b>	<b>50.81%</b>	<b>47.54%</b>		<b>54.66%</b>		<b>51.44%</b>	<b>3.22%</b>
<b>Less Labour:</b>									
Basic Pay	£22,245.70	£22,783.00	£24,602.73	£21,184.81	39.59%	£27,378.18	42.66%	£28,542.00	<b>-£1,163.82</b>
Employers' NI				£1,619.76	1.52%	£1,048.71			£1,048.71
Employers Pens				£169.53	0.32%	£219.12			£219.12
NEST Pens									
PAYE				£1,179.80					
Overtime									
Apprenticeship Levy				£86.18	0.20%	£136.88			£136.88
Other Deductions				£415.63					
Sick Pay									
DBS Check									
<b>Total Labour Costs</b>	<b>£22,245.70</b>	<b>£22,783.00</b>	<b>£24,602.73</b>	<b>£24,655.71</b>	<b>41.62%</b>	<b>£28,782.89</b>	<b>42.66%</b>	<b>£28,542.00</b>	<b>£240.89</b>
<b>Less Expenses:</b>									
Disposables	£1,463.65	£365.00	£1,734.73	£3,095.62	0.67%	£465.43	2.43%	£1,628.76	<b>-£1,163.33</b>
Cleaning Materials	£832.24	£387.00	£451.06	£467.17	0.31%	£211.12			£211.12
IT Equipment & Recharge									
Uniforms & Laundry	£249.99			£1,602.16					
Marketing Expenses	£375.00	£375.00	£250.00		0.04%	£28.33			£28.33
Equipment Purchases	£300.00			£90.00	0.03%	£23.02			£23.02
Equipment Hire		£360.00	£360.00						
Deep Clean	£375.00								
Bank / Credit Card Charges									
Cash Collection	£409.50	£750.00	£750.00						
Subcontracted Deep Clean Costs									
Sundry Expenses		£339.00	£312.00	£0.03					
Telephone									
Subcontracted Refuse									
Stationary & Postage	£124.98	£363.00	£263.01		0.03%	£22.26			£22.26
Training	£63.00								
Depreciation	£1,500.00	£1,500.00	£1,500.00	£3,024.66	4.37%	£3,024.99	4.52%	£3,024.33	£0.66
Staff Advertising & Recruitment	£31.50								
CRB									
Stock Movement			£120.27	<b>-£386.98</b>	0.12%	£82.25			£82.25
Management Fee	£3,999.99	£3,999.00	£3,750.00	£1,500.00	2.17%	£1,500.00	2.24%	£1,500.00	
<b>Total Expenses</b>	<b>£9,724.85</b>	<b>£8,438.00</b>	<b>£9,491.07</b>	<b>£9,392.66</b>	<b>7.75%</b>	<b>£5,357.40</b>	<b>9.20%</b>	<b>£6,153.09</b>	<b>-£795.69</b>
<b>Total Overheads</b>	<b>£31,970.55</b>	<b>£31,221.00</b>	<b>£34,093.80</b>	<b>£34,048.37</b>	<b>49.37%</b>	<b>£34,140.29</b>	<b>51.86%</b>	<b>£34,695.09</b>	<b>-£554.80</b>
<b>Less Gross Profit</b>	<b>-£21,279.02</b>	<b>-£27,358.00</b>	<b>-£28,067.90</b>	<b>-£25,032.14</b>	<b>-54.66%</b>	<b>-£37,801.38</b>	<b>-51.44%</b>	<b>-£34,415.02</b>	<b>-£3,386.36</b>
<b>NET COST OF CATERING</b>	<b>£10,691.53</b>	<b>£3,863.00</b>	<b>£6,025.90</b>	<b>£9,016.23</b>	<b>-5.29%</b>	<b>-£3,661.09</b>	<b>0.42%</b>	<b>£280.07</b>	<b>-£3,941.16</b>
<b>Plus Adjustment:</b>									
Balancing Subsidy	<b>-£8,873.32</b>	<b>-£3,597.80</b>	<b>-£6,025.90</b>	<b>-£10,694.01</b>	1.88%	£1,302.57	-3.94%	<b>-£2,638.58</b>	£3,941.15
<b>Total Adjustments</b>	<b>-£8,873.32</b>	<b>-£3,597.80</b>	<b>-£6,025.90</b>	<b>-£10,694.01</b>	1.88%	£1,302.57	-3.94%	<b>-£2,638.58</b>	£3,941.15
<b>Total Fixed Invoiced Cost</b>	<b>£1,818.21</b>	<b>£265.20</b>		<b>-£1,677.78</b>	<b>-3.41%</b>	<b>-£2,358.52</b>	<b>-3.53%</b>	<b>-£2,358.51</b>	<b>-£0.01</b>
<b>Plus Client Issues:</b>									
Client Issues Recharged	£3,306.08	£3,434.75	£2,740.93	£3,472.15	5.82%	£4,024.10			
<b>Total Client Issues</b>	<b>£3,306.08</b>	<b>£3,434.75</b>	<b>£2,740.93</b>	<b>£3,472.15</b>	<b>5.82%</b>	<b>£4,024.10</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£5,124.29</b>	<b>£3,699.95</b>	<b>£2,740.93</b>	<b>£1,794.37</b>	<b>2.41%</b>	<b>£1,665.58</b>			
<b>Plus VAT:</b>									
Input VAT	£2,171.21	£1,344.95	£2,511.59	£3,061.78	2.73%	£1,887.70			
Output VAT	<b>-£16.99</b>	£477.42	<b>-£85.51</b>	<b>-£35.92</b>					
<b>Total VAT</b>	<b>£2,154.22</b>	<b>£1,822.37</b>	<b>£2,426.08</b>	<b>£3,025.86</b>	<b>2.73%</b>	<b>£1,887.70</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£7,278.51</b>	<b>£5,522.32</b>	<b>£5,167.01</b>	<b>£4,820.23</b>	<b>5.14%</b>	<b>£3,553.28</b>			
<b>Plus Additional Invoices/Credits:</b>									
Net Invoice Value					-0.04%	<b>-£27.50</b>			
VAT Charged					-0.01%	<b>-£5.50</b>			
<b>Total Additional Invoice/Credit</b>					<b>-0.05%</b>	<b>-£33.00</b>			

section three

## **monthly comparative analysis ~ budget vs actuals**



## Bishop Vesey's Grammar School Monthly Monitoring Analysis - Month Three

Month of :	Jun-14	Jun-15	Jun-16	Jun-17	Jun-18				
Budget Heading	Actual	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
<b>Sales :</b>									
Sales	£17,844.00	£18,222.00	£13,112.42	£20,421.75	92.05%	£23,778.88	94.15%	£24,616.16	-£837.28
Adult Sales				£85.97	0.60%	£154.74			£154.74
Client Issues	£1,357.21	£1,306.00	£703.30	£1,528.68	7.35%	£1,898.25	5.85%	£1,528.68	£369.57
<b>Total Sales</b>	<b>£19,201.21</b>	<b>£19,528.00</b>	<b>£13,815.72</b>	<b>£22,036.40</b>	<b>100.00%</b>	<b>£25,831.87</b>	<b>100.00%</b>	<b>£26,144.84</b>	<b>-£312.97</b>
<b>Less Consumption :</b>									
Opening Stock				£6,303.65	22.37%	£5,778.37			£5,778.37
Cost of Sales	£8,579.00	£9,753.00	£6,817.00	£11,021.32	46.26%	£11,950.17	48.56%	£12,695.93	-£745.76
Less Closing Stock				-£6,161.46	-24.68%	-£6,374.85			-£6,374.85
<b>Total Consumption</b>	<b>£8,579.00</b>	<b>£9,753.00</b>	<b>£6,817.00</b>	<b>£11,163.51</b>	<b>43.95%</b>	<b>£11,353.69</b>	<b>48.56%</b>	<b>£12,695.93</b>	<b>-£1,342.24</b>
<b>Gross Profit :</b>									
<b>Total Gross Profit</b>	<b>£10,622.21</b>	<b>£9,775.00</b>	<b>£6,998.72</b>	<b>£10,872.89</b>	<b>56.05%</b>	<b>£14,478.18</b>	<b>51.44%</b>	<b>£13,448.91</b>	<b>£1,029.27</b>
<b>Gross Profit %</b>	<b>55.32%</b>	<b>50.06%</b>	<b>50.66%</b>	<b>49.34%</b>		<b>56.05%</b>		<b>51.44%</b>	<b>4.61%</b>
<b>Less Labour:</b>									
Basic Pay	£7,399.39	£7,578.00	£8,235.83	£7,313.48	34.43%	£8,892.73	36.39%	£9,514.00	-£621.27
Employers' NI				£567.20	1.22%	£316.19			£316.19
Employers Pens				£60.28	0.27%	£68.72			£68.72
NEST Pens									
PAYE				£484.20					
Overtime									
Apprenticeship Levy				£40.47	0.17%	£44.46			£44.46
Other Deductions									
Sick Pay									
DBS Check									
<b>Total Labour Costs</b>	<b>£7,399.39</b>	<b>£7,578.00</b>	<b>£8,235.83</b>	<b>£8,465.63</b>	<b>36.09%</b>	<b>£9,322.10</b>	<b>36.39%</b>	<b>£9,514.00</b>	<b>-£191.90</b>
<b>Less Expenses:</b>									
Disposables	£106.00	£327.00	£213.14	£527.63	0.75%	£194.70	2.08%	£542.92	-£348.22
Cleaning Materials	£290.00	£188.00	£123.56	£98.34	0.22%	£56.37			£56.37
IT Equipment & Recharge									
Uniforms & Laundry	£83.33			£230.41					
Marketing Expenses	£125.00	£125.00			0.11%	£28.33			
Equipment Purchases	£100.00			£37.35	0.09%	£23.02			£23.02
Equipment Hire		£120.00	£120.00						
Deep Clean	£125.00								
Bank / Credit Card Charges									
Cash Collection	£136.50	£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		0.09%	£22.26			£22.26
Training	£31.50								
Depreciation	£500.00	£500.00	£500.00	£1,008.00	3.90%	£1,008.33	3.86%	£1,008.00	£0.33
Staff Advertising & Recruitment									
CRB									
Stock Movement			£40.09	£1,286.98	0.11%	£27.84			£27.84
Management Fee	£1,333.33	£1,333.00	£1,250.00	£500.00	1.94%	£500.00	1.91%	£500.00	
<b>Total Expenses</b>	<b>£2,872.32</b>	<b>£3,077.00</b>	<b>£2,688.46</b>	<b>£3,688.71</b>	<b>7.20%</b>	<b>£1,860.85</b>	<b>7.84%</b>	<b>£2,050.92</b>	<b>-£190.07</b>
<b>Total Overheads</b>	<b>£10,271.71</b>	<b>£10,655.00</b>	<b>£10,924.29</b>	<b>£12,154.34</b>	<b>43.29%</b>	<b>£11,182.95</b>	<b>44.23%</b>	<b>£11,564.92</b>	<b>-£381.97</b>
<b>Less Gross Profit</b>	<b>-£10,622.21</b>	<b>-£9,775.00</b>	<b>-£6,998.72</b>	<b>-£10,872.89</b>	<b>-56.05%</b>	<b>-£14,478.18</b>	<b>-51.44%</b>	<b>-£13,448.91</b>	<b>-£1,029.27</b>
<b>NET COST OF CATERING</b>	<b>-£350.50</b>	<b>£880.00</b>	<b>£3,925.57</b>	<b>£1,281.45</b>	<b>-12.76%</b>	<b>-£3,295.23</b>	<b>-7.21%</b>	<b>-£1,883.99</b>	<b>-£1,411.24</b>
<b>Plus Adjustment:</b>									
Balancing Subsidy	£956.57	-£791.70	-£3,925.57	-£1,781.45	9.71%	£2,509.05	4.20%	£1,097.82	£1,411.23
<b>Total Adjustments</b>	<b>£956.57</b>	<b>-£791.70</b>	<b>-£3,925.57</b>	<b>-£1,781.45</b>	<b>9.71%</b>	<b>£2,509.05</b>	<b>4.20%</b>	<b>£1,097.82</b>	<b>£1,411.23</b>
<b>Total Fixed Invoiced Cost</b>	<b>£606.07</b>	<b>£88.30</b>		<b>-£500.00</b>	<b>-3.04%</b>	<b>-£786.18</b>	<b>-3.01%</b>	<b>-£786.17</b>	<b>-£0.01</b>
<b>Plus Client Issues:</b>									
Client Issues Recharged	£1,357.21	£1,306.00	£703.30	£1,528.68	7.35%	£1,898.25			
<b>Total Client Issues</b>	<b>£1,357.21</b>	<b>£1,306.00</b>	<b>£703.30</b>	<b>£1,528.68</b>	<b>7.35%</b>	<b>£1,898.25</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£1,963.28</b>	<b>£1,394.30</b>	<b>£703.30</b>	<b>£1,028.68</b>	<b>4.31%</b>	<b>£1,112.07</b>			
<b>Plus VAT:</b>									
Input VAT	£862.22	£673.32	£836.94	£786.53	3.03%	£782.10			
Output VAT	-£16.99	-£15.19	-£58.91	-£17.20					
<b>Total VAT</b>	<b>£845.23</b>	<b>£658.13</b>	<b>£778.03</b>	<b>£769.33</b>	<b>3.03%</b>	<b>£782.10</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£2,808.51</b>	<b>£2,052.43</b>	<b>£1,481.33</b>	<b>£1,798.01</b>	<b>7.33%</b>	<b>£1,894.17</b>			
<b>Plus Additional Invoices/Credits:</b>									
Net Invoice Value									
VAT Charged									
<b>Total Additional Invoice/Credit</b>									

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				

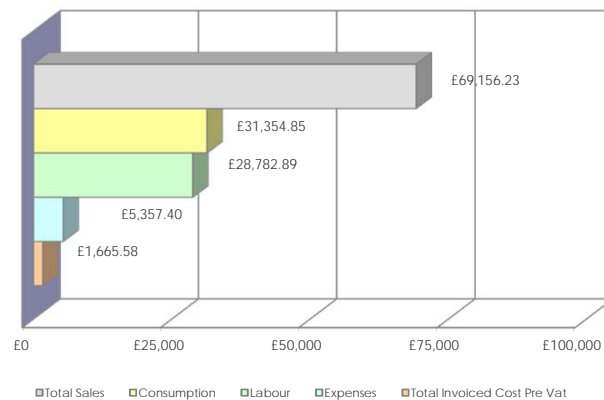
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit				

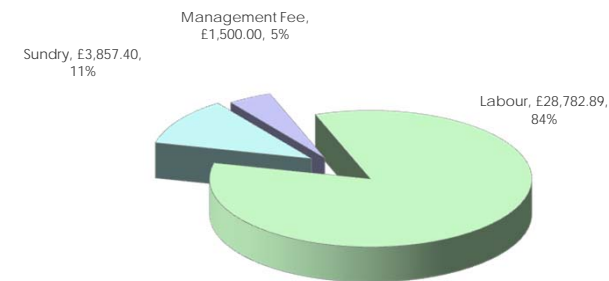
### Monthly Performance Summary

	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										£69,156.23
Consumption	43.20%	48.44%	43.95%										45.34%
Gross Profit	56.80%	51.56%	56.05%										54.66%
Labour	52.04%	39.46%	36.09%										41.62%
Sundries	6.32%	5.33%	5.27%										5.58%
Management Fee	2.66%	2.04%	1.94%										2.17%
Net Cost of Catering	£793.61	-£1,159.47	-£3,295.23										-£3,661.09
Variance	-£2,152.66	-£377.26	-£1,411.24										-£3,941.16

### 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-3810

Invoice Date: 30th Jun 2018

Description	Net	Vat	Gross
Services Provided :	£1,112.07	£782.10	£1,894.17
<hr/>			
Your Output VAT on Sales @20% of	£-154.74	is	£-30.95
Your Output VAT on Sales @0% of	£-23,778.88	is	£0.00
Your Input VAT on Purchases @20% of	£2,556.91	is	£511.38
Your Input VAT on Purchases @0% of	£11,658.35	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,322.10	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	£1,112.07		£782.10

Net Total: £1,112.07  
Vat Total: £782.10  
Net Total: £1,894.17

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

Bank Details: HSBC, Sort Code: 40-47-17, Account number: 82532662

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 Jun 2018 - 30th Jun 2018



Description	Net
Cash Sales	
Catering Cashless Students	23,778.88
Catering Cashless Adults	154.74
Subtotal Cash Sales	23,933.62
Credit Sales	
Duty Meals	293.76
FSM	473.04
Hospitality	1,131.45
Subtotal Credit Sales	1,898.25
Total Sales	25,831.87
Cost of Sales	
Opening Stock	5778.37 (24/05/2018)
Purchases	11,950.17
Closing Stock	6374.85 (29/06/2018)
Consumption	11,353.69
Gross Profit	14,478.18
GP%	56.05%
Labour	
Labour	9,322.10
Total Labour	9,322.10
Sundries	
Opening Stock	408.78 (24/05/2018)
Purchases	324.68
Closing Stock	380.94 (29/06/2018)
Total Sundries	352.52
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-3,295.23
Invoice Reconciliation	

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Net Cost of Catering	-3,295.23
Cost Adjustment	2,509.05
Credit Sales	1,898.25
Invoice Value (GBP)	1,112.07





## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	24th May 2018	Bunzl Catering	02151132	11.03	2.21	13.24
Purchases - Invoice	15th Jun 2018	Bunzl Catering	02157038	29.46	5.89	35.35
Purchases - Invoice	27th Jun 2018	Bidfood	81788452	15.88	0.00	15.88
				56.37	8.10	64.47
Food Purchases						
Purchases - Invoice	15th May 2018	Worcester Produce	245377 c correction	1.21	0.00	1.21
Purchases - Invoice	24th May 2018	Bunzl Catering	02151122	485.55	97.11	582.66
Purchases - Invoice	1st Jun 2018	Worcester Produce	333678	128.60	0.00	128.6
Purchases - Invoice	1st Jun 2018	Worcester Produce	333677	32.60	0.00	32.6
Purchases - Invoice	4th Jun 2018	Bidfood	81412943	546.45	1.63	548.08
Purchases - Invoice	4th Jun 2018	Chapple & Jenkins Ltd	466964	342.37	61.57	403.94
Purchases - Invoice	4th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS28-040618-1	162.90	0.00	162.9
Purchases - Cash Purchase	4th Jun 2018	tesco	0814	122.20	0.00	122.2
Purchases - Invoice	5th Jun 2018	Delice de France	352524193	76.88	0.00	76.88
Purchases - Invoice	5th Jun 2018	Worcester Produce	334371	62.99	0.00	62.99

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Purchases - Invoice	5th Jun 2018	Worcester Produce	334368	17.00	0.00	17
Purchases - Invoice	6th Jun 2018	Bidfood	81455432	473.38	4.87	478.25
Purchases - Invoice	6th Jun 2018	Bradshaws Butchers	103589	64.27	0.00	64.27
Purchases - Invoice	6th Jun 2018	Tugo Food Systems Ltd	211139	202.21	0.00	202.21
Purchases - Invoice	7th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS28-070618-1	259.60	0.00	259.6
Purchases - Cash Purchase	7th Jun 2018	tesco	1855	161.38	0.00	161.38
Purchases - Invoice	7th Jun 2018	Theos Food Company	106805	102.75	0.00	102.75
Purchases - Invoice	8th Jun 2018	Bidfood	81496039	469.48	4.87	474.35
Purchases - Invoice	8th Jun 2018	Bidfood	81496718	11.65	0.00	11.65
Purchases - Invoice	8th Jun 2018	Delice de France	352555267	61.82	0.00	61.82
Purchases - Invoice	8th Jun 2018	Worcester Produce	334855	47.44	0.00	47.44
Purchases - Invoice	8th Jun 2018	Worcester Produce	334854	32.60	0.00	32.6
Purchases - Invoice	10th Jun 2018	Lewis Bakery	42400	171.25	0.00	171.25
Purchases - Invoice	11th Jun 2018	Bidfood	81523143	197.52	0.00	197.52
Purchases - Credit Note	11th Jun 2018	Bunzl Catering	CN027519	-122.64	-24.53	-147.17
Purchases - Invoice	11th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS28-110618-1	285.00	0.00	285
Purchases - Cash Purchase	11th Jun 2018	tesco	424723659	107.57	0.00	107.57
Purchases - Invoice	12th Jun 2018	Delice de France	352586359	26.02	0.00	26.02
Purchases - Invoice	12th Jun 2018	Delice de France	352586360	58.86	0.00	58.86

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Purchases - Invoice	12th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS28-120618-1	162.00	0.00	162
Purchases - Invoice	12th Jun 2018	Worcester Produce	335688	60.49	0.00	60.49
Purchases - Invoice	12th Jun 2018	Worcester Produce	335686	32.60	0.00	32.6
Purchases - Invoice	13th Jun 2018	Bidfood	81567211	451.42	4.87	456.29
Purchases - Cash Purchase	13th Jun 2018	tesco	424724783	97.12	0.00	97.12
Purchases - Invoice	14th Jun 2018	Chapple & Jenkins Ltd	469980	446.77	89.35	536.12
Purchases - Invoice	14th Jun 2018	Delice de France	352602689	50.70	0.00	50.7
Purchases - Invoice	14th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS28-140618-1	232.90	0.00	232.9
Purchases - Cash Purchase	14th Jun 2018	tesco	424725206	53.60	0.00	53.6
Purchases - Invoice	15th Jun 2018	Bidfood	81606131	176.89	8.12	185.01
Purchases - Invoice	15th Jun 2018	Bunzl Catering	02157036	304.33	60.87	365.2
Purchases - Cash Purchase	15th Jun 2018	iceland	658	43.00	0.00	43
Purchases - Invoice	15th Jun 2018	Worcester Produce	336172	25.02	0.00	25.02
Purchases - Invoice	15th Jun 2018	Worcester Produce	336169	32.60	0.00	32.6
Purchases - Invoice	17th Jun 2018	Lewis Bakery	42426	146.95	0.00	146.95
Purchases - Invoice	18th Jun 2018	Bidfood	81636664	286.34	0.00	286.34
Purchases - Invoice	18th Jun 2018	Bradshaws Butchers	104012	193.16	0.00	193.16
Purchases - Cash Purchase	18th Jun 2018	tesco	424726173	68.22	0.00	68.22
Purchases - Invoice	19th Jun 2018	Delice de France	352650827	62.96	0.00	62.96

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Purchases - Cash Purchase	19th Jun 2018	tesco	424727199	106.93	0.00	106.93
Purchases - Invoice	19th Jun 2018	Worcester Produce	336958	69.12	0.00	69.12
Purchases - Invoice	19th Jun 2018	Worcester Produce	336955	32.60	0.00	32.6
Purchases - Invoice	20th Jun 2018	Bidfood	81677522	392.95	8.12	401.07
Purchases - Credit Note	20th Jun 2018	Bidfood	21.03	-21.03	-0.00	-21.03
Purchases - Invoice	20th Jun 2018	Spice Time (Safy Impex Ltd)	ASPENS20-200618-1	421.00	0.00	421
Purchases - Invoice	20th Jun 2018	Tugo Food Systems Ltd	212252	228.90	0.00	228.9
Purchases - Invoice	21st Jun 2018	Delice de France	352674611	85.04	0.00	85.04
Purchases - Invoice	21st Jun 2018	Theos Food Company	107880	182.78	6.85	189.63
Purchases - Invoice	22nd Jun 2018	Bidfood	81719416	393.48	4.87	398.35
Purchases - Cash Purchase	22nd Jun 2018	iceland	3376	15.00	0.00	15
Purchases - Invoice	22nd Jun 2018	Worcester Produce	337538	25.49	0.00	25.49
Purchases - Invoice	22nd Jun 2018	Worcester Produce	337535	32.60	0.00	32.6
Purchases - Invoice	24th Jun 2018	Lewis Bakery	42456	174.75	0.00	174.75
Purchases - Invoice	25th Jun 2018	Bidfood	81746964	375.35	11.39	386.74
Purchases - Invoice	25th Jun 2018	Bradshaws Butchers	104183	96.34	0.00	96.34
Purchases - Cash Purchase	25th Jun 2018	iceland	222	20.05	0.00	20.05
Purchases - Cash Purchase	25th Jun 2018	tesco	12	149.54	0.00	149.54
Purchases - Invoice	26th Jun 2018	Delice de France	352722961	96.61	0.00	96.61

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Purchases - Invoice	26th Jun 2018	Worcester Produce	338270	103.13	0.00	103.13
Purchases - Invoice	26th Jun 2018	Worcester Produce	338267	32.60	0.00	32.6
Purchases - Invoice	27th Jun 2018	Bidfood	81788452	493.78	34.53	528.31
Purchases - Cash Purchase	27th Jun 2018	iceland	2222	62.00	0.00	62
Purchases - Invoice	28th Jun 2018	Chapple & Jenkins Ltd	473618	398.65	79.73	478.38
Purchases - Cash Purchase	28th Jun 2018	tesco	1	76.95	0.00	76.95
Purchases - Invoice	28th Jun 2018	Theos Food Company	108414	153.75	0.00	153.75
Purchases - Invoice	29th Jun 2018	Spice Time (Safy Impex Ltd)	2906181-1	185.40	0.00	185.4
Purchases - Invoice	29th Jun 2018	Worcester Produce	338816	17.83	0.00	17.83
Purchases - Invoice	29th Jun 2018	Worcester Produce	338812	32.60	0.00	32.6
				11,950.17	454.22	12,404.39

Light Equipment						
Purchases - Cash Purchase	8th Jun 2018	T.K.MAX	2819	23.02	0.00	23.02
				23.02	0.00	23.02

Non Food Disposables						
Purchases - Invoice	24th May 2018	Bunzl Catering	02151122	13.07	2.61	15.68
Purchases - Invoice	4th Jun 2018	Bidfood	81412943	15.88	3.17	19.05
Purchases - Invoice	6th Jun 2018	Bidfood	81455432	26.15	5.23	31.38

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Purchases - Invoice	8th Jun 2018	Bidfood	81496039	33.06	6.61	39.67
Purchases - Invoice	11th Jun 2018	Bidfood	81523143	12.21	2.44	14.65
Purchases - Invoice	13th Jun 2018	Bidfood	81567211	32.07	6.42	38.49
Purchases - Invoice	15th Jun 2018	Bidfood	81606131	31.13	6.23	37.36
Purchases - Invoice	18th Jun 2018	Bidfood	81636664	31.13	6.23	37.36
				194.70	38.94	233.64

Promotional Material						
Purchases - Cash Purchase	18th Jun 2018	Next	15841	28.33	5.67	34
				28.33	5.67	34.00

Stationery						
Purchases - Cash Purchase	5th Jun 2018	cartridgesave	4295580	22.26	4.45	26.71
				22.26	4.45	26.71

Management Fee						
Regular Cost	June 2018	-	Management Fee	500.00	100	600
				500.00	100.00	600.00

Depreciation						
Regular Cost	June 2018	-	Depreciation	1008.33	201.666	1209.996

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



1,008.33	201.67	1,210.00
13,783.18	813.05	14,596.23

section six

## client issue summary



## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



	1st Jun 2018 (Fri)	2nd Jun 2018 (Sat)	3rd Jun 2018 (Sun)	4th Jun 2018 (Mon)	5th Jun 2018 (Tue)	6th Jun 2018 (Wed)	7th Jun 2018 (Thu)
Duty Meals	0	0	0	14	15	15	13
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	15.12	16.20	16.20	14.04
FSM	0	0	0	18	21	21	19
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	19.44	22.68	22.68	20.52
	8th Jun 2018 (Fri)	9th Jun 2018 (Sat)	10th Jun 2018 (Sun)	11th Jun 2018 (Mon)	12th Jun 2018 (Tue)	13th Jun 2018 (Wed)	14th Jun 2018 (Thu)
Duty Meals	14	0	0	13	13	13	14
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	15.12	0.00	0.00	14.04	14.04	14.04	15.12
FSM	20	0	0	22	22	23	25
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	21.60	0.00	0.00	23.76	23.76	24.84	27.00
	15th Jun 2018 (Fri)	16th Jun 2018 (Sat)	17th Jun 2018 (Sun)	18th Jun 2018 (Mon)	19th Jun 2018 (Tue)	20th Jun 2018 (Wed)	21st Jun 2018 (Thu)
Duty Meals	12	0	0	14	16	14	12
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	12.96	0.00	0.00	15.12	17.28	15.12	12.96
FSM	17	0	0	25	25	21	22
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	18.36	0.00	0.00	27.00	27.00	22.68	23.76

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



	22nd Jun 2018 (Fri)	23rd Jun 2018 (Sat)	24th Jun 2018 (Sun)	25th Jun 2018 (Mon)	26th Jun 2018 (Tue)	27th Jun 2018 (Wed)	28th Jun 2018 (Thu)
Duty Meals	13	0	0	14	12	13	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	15.12	12.96	14.04	14.04
FSM	22	0	0	24	23	27	19
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	23.76	0.00	0.00	25.92	24.84	29.16	20.52
	29th Jun 2018 (Fri)	30th Jun 2018 (Sat)					
Duty Meals	15	0					
Unit Price	1.08	0.00					
Net Charge	16.20	0.00					
FSM	22	0					
Unit Price	1.08	0.00					
Net Charge	23.76	0.00					

Quantity Total	710	
Net Total	766.80	
Duty Meals	Quantity	272
	Net Charge	293.76
FSM	Quantity	438
	Net Charge	473.04

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



Date	Description	Qty	Unit Price	Net
4th Jun 2018	milk . finance dept	1	1.45	1.45
4th Jun 2018	PE dept. meal . Mr Howel	1	1.95	1.95
4th Jun 2018	milk . stem block	1	1.45	1.45
4th Jun 2018	mistake	0	0.00	0.00
4th Jun 2018	milk maths department	1	1.45	1.45
4th Jun 2018	milk, it department	1	1.45	1.45
7th Jun 2018	milk, it department	2	1.45	2.90
7th Jun 2018	sharon heads pa. cookies	24	0.45	10.80
8th Jun 2018	staffroom service . Graham	1	25.00	25.00
8th Jun 2018	milk . finance dept	1	1.45	1.45
11th Jun 2018	Mr Howell. Cricket	26	1.15	29.90
12th Jun 2018	water. mr davis	24	0.45	10.80
12th Jun 2018	water. JULIE EVETTS. 6TH FORM	24	0.45	10.80
12th Jun 2018	MICHELE, LUNCH BUFFET	11	1.65	18.15
13th Jun 2018	Mr Howell. Cricket	28	1.55	43.40
13th Jun 2018	milk . finance dept	1	1.45	1.45
14th Jun 2018	Mr Howell. cricket	26	1.05	27.30

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



14th Jun 2018	MICHELE, LUNCH BUFFET	10	1.35	13.50
14th Jun 2018	lesley . lunch room 30	12	1.65	19.80
15th Jun 2018	staffroom service . Graham	1	25.00	25.00
19th Jun 2018	water sports dept	24	0.45	10.80
19th Jun 2018	cricket tea. mr howell	14	0.95	13.30
20th Jun 2018	milk maths department	1	1.45	1.45
20th Jun 2018	sharon heads pa. cookies	26	0.45	11.70
20th Jun 2018	milk . finance dept	1	1.45	1.45
21st Jun 2018	milk . finance dept	1	1.45	1.45
21st Jun 2018	milk .Mr Howell. Sports dept	1	1.45	1.45
21st Jun 2018	mr Howell Buffet/ Drinks "Warwickshire's"	34	2.35	79.90
21st Jun 2018	Mr Howell. Biscuits	20	0.30	6.00
21st Jun 2018	mistake	0	0.00	0.00
22nd Jun 2018	water . lesley	48	0.45	21.60
22nd Jun 2018	Graham staffroom service milk & sugar	1	25.00	25.00
25th Jun 2018	Mr Howell. Cricket. lunch	28	2.50	70.00
25th Jun 2018	Mr Howell. Cricket cups	100	0.03	3.00
25th Jun 2018	Mr Howell. Cricket, bottles of squash	2	1.50	3.00
25th Jun 2018	milk maths department	1	1.45	1.45

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jun 2018 - 30th Jun 2018



25th Jun 2018	Michelle . lunch for new staff	20	2.35	47.00
25th Jun 2018	mr Bough.cookies	20	0.45	9.00
25th Jun 2018	drinks	10	0.45	4.50
26th Jun 2018	Mr Howell. Cricket	56	2.50	140.00
26th Jun 2018	cups	60	0.03	1.80
26th Jun 2018	Mr Howell. cricket	56	2.50	140.00
27th Jun 2018	water. Mr Robson/ Julie	24	0.45	10.80
27th Jun 2018	Mr Howell. cakes	35	0.45	15.75
28th Jun 2018	cookies & drinks . Lesley. Parents Eve	200	0.90	180.00
28th Jun 2018	sharon heads pa. cookies	24	0.45	10.80
28th Jun 2018	michelle. cookies	10	0.45	4.50
28th Jun 2018	WENDY BROWN LIBRARY.	3	0.95	2.85
29th Jun 2018	Graham staffroom service milk & sugar	1	25.00	25.00
29th Jun 2018	Mr Howell. Cricket	42	0.95	39.90
				1,131.45

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.





**The Litmus Partnership Limited**

Theta House 7 Doman Road  
Camberley Surrey GU15 3DN  
T: 01276 673 880 F: 01276 673 888  
E: [mailbox@litmuspartnership.co.uk](mailto:mailbox@litmuspartnership.co.uk)