

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

August 2019



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auditor's notes

auditor's notes

for the attention of Mr Graham Swindells

The report presents the monitoring figures for the month of August 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 five, the net cost of catering is £33k adverse to budget, due mainly to cash sales being £61.4k below budget, with sundry expenses also £2.3k over budget.

Clarification regarding hospitality details for period four have not yet been received. We shall provide an update once the relevant information has been provided.

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 Five

Budget Year ~ April 2019 to March 2020

Budget Heading	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Actual	% of Actual Sales	2019/20 Actual	% of Bdgtd Sales	2019/20 Budget	2019/20 Variance
Sales :									
Sales	£58,681.00	£69,841.68	£61,392.95	£78,460.20	89.61%	£78,733.98	92.44%	£140,122.00	-£61,388.02
Adult Sales			£255.54	£623.84	1.15%	£1,013.86	0.61%	£921.00	£92.86
Free Student Meals					2.50%	£2,196.72	2.37%	£3,595.00	-£1,398.28
Free Staff Meals					1.12%	£983.88	0.82%	£1,249.00	-£265.12
Hospitality					5.61%	£4,932.02	3.76%	£5,694.00	-£761.98
Client Issues	£5,109.00	£4,455.48	£5,124.49	£7,400.88					
Total Sales	£63,790.00	£74,297.16	£66,772.98	£86,484.92	100.00%	£87,860.46	100.00%	£151,581.00	-£63,720.54
Less Consumption :									
Opening Stock			£20,605.90	£29,265.55	40.97%	£35,992.77			£35,992.77
Cost of Sales	£30,580.00	£35,204.05	£40,062.22	£38,078.19	49.32%	£43,328.95	49.00%	£74,274.69	-£30,945.74
Less Closing Stock			-£24,324.98	-£26,741.71	-39.36%	-£34,583.21			-£34,583.21
Total Consumption	£30,580.00	£35,204.05	£36,343.14	£40,602.03	50.92%	£44,738.51	49.00%	£74,274.69	-£29,536.18
Gross Profit :									
Total Gross Profit	£33,210.00	£39,093.11	£30,429.84	£45,882.89	49.08%	£43,121.95	51.00%	£77,306.31	-£34,184.36
Gross Profit %	52.06%	52.62%	45.57%	53.05%		49.08%		51.00%	-1.92%
Less Labour:									
Basic Pay	£37,620.00	£40,735.75	£36,244.47	£44,944.01	54.67%	£48,033.94	34.98%	£53,025.00	-£4,991.06
Employers' NI			£2,763.83	£1,690.28	0.90%	£787.10			£787.10
Employers Pens			£288.99	£353.77	0.65%	£567.93			£567.93
NEST Pens									
PAYE			£1,631.60						
Overtime									
Apprenticeship Levy			£166.79	£224.70	0.16%	£141.73			£141.73
Other Deductions			£433.58	£3.59					
Sick Pay									
DBS Check									
Total Labour Costs	£37,620.00	£40,735.75	£41,529.26	£47,216.35	56.37%	£49,530.70	34.98%	£53,025.00	-£3,494.30
Less Expenses:									
Disposables	£431.00	£2,450.27	-£37.82	£626.23	0.65%	£572.23	1.39%	£2,110.75	-£1,538.52
Cleaning Materials	£567.00	£723.17	£517.57	£236.63	0.21%	£182.40			£182.40
IT Equipment & Recharge									
Uniforms & Laundry			£1,602.16		0.18%	£160.92			£160.92
Marketing Expenses	£625.00	£250.00		£28.33					
Equipment Purchases			£294.25	£23.02	0.11%	£94.86			£94.86
Equipment Hire	£600.00	£600.00		£28.96					
Deep Clean		£1,350.00			1.48%	£1,299.00			£1,299.00
Bank / Credit Card Charges									
Cash Collection	£1,250.00	£1,250.00							
Subcontracted Deep Clean Costs									
Sundry Expenses	£452.00	£520.00	£0.03				0.00%	£1.44	-£1.44
Telephone									
Waste Collection					1.73%	£1,521.55			£1,521.55
Stationary & Postage	£605.00	£438.35		£22.26	0.08%	£67.43			£67.43
Training									
Depreciation	£2,500.00	£2,500.00	£5,041.32	£5,041.65	8.05%	£7,076.65	4.67%	£7,075.75	£0.90
Staff Advertising & Recruitment									
CRB									
Stock Movement		£200.45	-£517.03	£147.31	0.55%	£482.27			£482.27
Management Fee	£6,665.00	£6,250.00	£2,500.00	£2,500.00	2.93%	£2,575.00	1.70%	£2,575.00	
Total Expenses	£13,695.00	£16,532.24	£9,400.48	£8,654.39	15.97%	£14,032.31	7.76%	£11,762.94	£2,269.37
Total Overheads	£51,315.00	£57,267.99	£50,929.74	£55,870.74	72.35%	£63,563.01	42.74%	£64,787.94	-£1,224.93
Less Gross Profit	-£33,210.00	-£39,093.11	-£30,429.84	-£45,882.89	-49.08%	-£43,121.95	-51.00%	-£77,306.31	£34,184.36
NET COST OF CATERING	£18,105.00	£18,174.88	£20,499.90	£9,987.85	23.27%	£20,441.06	-8.26%	-£12,518.37	£32,959.43
Plus Adjustment:									
Balancing Subsidy	-£17,663.20	-£18,174.88	-£23,177.68	-£13,918.71	-32.75%	-£28,774.12	2.76%	£4,184.73	-£32,958.85
Total Adjustments	-£17,663.20	-£18,174.88	-£23,177.68	-£13,918.71	-32.75%	-£28,774.12	2.76%	£4,184.73	-£32,958.85
Total Fixed Invoiced Cost	£441.80		-£2,677.78	-£3,930.86	-9.48%	-£8,333.06	-5.50%	-£8,333.64	£0.58
Plus Client Issues:									
Client Issues Recharged	£5,146.10	£4,455.98	£5,124.49	£7,400.88	9.23%	£8,112.62			
Total Client Issues	£5,146.10	£4,455.98	£5,124.49	£7,400.88	9.23%	£8,112.62			
Total Invoiced Cost Pre Vat	£5,587.90	£4,455.98	£2,446.71	£3,470.02	-0.25%	-£220.44			
Plus VAT:									
Input VAT	£2,212.04	£3,638.51	£3,956.06	£2,660.51	2.66%	£2,333.19			
Output VAT	£477.42	-£102.14	-£46.61						
Total VAT	£2,689.46	£3,536.37	£3,909.45	£2,660.51	2.66%	£2,333.19			
Total Invoiced Cost Plus VAT	£8,277.36	£7,992.35	£6,356.16	£6,130.53	2.40%	£2,112.75			
Plus Additional Invoices/Credits:									
Net Invoice Value				-£167.50					
VAT Charged				-£5.50					
Total Additional Invoice/Credit				-£173.00					

section three

**monthly
comparative analysis ~
budget vs actuals**

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

Month of :	Aug-15	Aug-16	Aug-17	Aug-18	Aug-19				
Budget Heading		Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :									
Sales		£976.34							
Adult Sales									
Free Student Meals									
Free Staff Meals									
Hospitality									
Client Issues		£32.30							
Total Sales		£1,008.64							
Less Consumption :									
Opening Stock			£3,719.08	£3,663.28		£6,585.44			£6,585.44
Cost of Sales		£450.50		-£25.45					
Less Closing Stock			-£3,719.08	-£3,663.28		-£6,585.44			-£6,585.44
Total Consumption		£450.50		-£25.45					
Gross Profit :									
Total Gross Profit		£558.14		£25.45					
Gross Profit %		55.34%							
Less Labour:									
Basic Pay	£7,176.00	£7,926.32	£7,638.27	£8,935.07		£9,202.94		£10,605.00	-£1,402.06
Employers' NI			£576.87	£316.19					
Employers Pens			£59.08	£68.81					
NEST Pens									
PAYE			£70.00						
Overtime									
Apprenticeship Levy			£40.13	£87.82					
Other Deductions			£17.95	£3.59					
Sick Pay									
DBS Check									
Total Labour Costs	£7,176.00	£7,926.32	£8,402.30	£9,411.48		£9,202.94		£10,605.00	-£1,402.06
Less Expenses:									
Disposables		£452.11	-£3,627.00						
Cleaning Materials		£88.00							
IT Equipment & Recharge									
Uniforms & Laundry									
Marketing Expenses	£125.00								
Equipment Purchases									
Equipment Hire	£120.00	£120.00							
Deep Clean		£1,350.00							
Bank / Credit Card Charges									
Cash Collection	£250.00	£250.00							
Subcontracted Deep Clean Costs									
Sundry Expenses		£104.00							
Telephone									
Waste Collection									
Stationary & Postage	£121.00	£87.67							
Training									
Depreciation	£500.00	£500.00	£1,008.33	£1,008.33		£1,415.33		£1,415.00	£0.33
Staff Advertising & Recruitment									
CRB									
Stock Movement		£40.09				£409.46			£409.46
Management Fee	£1,333.00	£1,250.00	£500.00	£500.00		£515.00		£515.00	
Total Expenses	£2,449.00	£4,241.87	-£2,118.67	£1,508.33		£2,339.79		£1,930.00	£409.79
Total Overheads	£9,625.00	£12,168.19	£6,283.63	£10,919.81		£11,542.73		£12,535.00	-£992.27
Less Gross Profit		-£558.14		-£25.45					
NET COST OF CATERING	£9,625.00	£11,610.05	£6,283.63	£10,894.36		£11,542.73		£12,535.00	-£992.27
Plus Adjustment:									
Balancing Subsidy	-£9,536.70	-£11,610.05	-£6,783.63	-£11,680.53		-£13,209.39		-£14,202.00	£992.61
Total Adjustments	-£9,536.70	-£11,610.05	-£6,783.63	-£11,680.53		-£13,209.39		-£14,202.00	£992.61
Total Fixed Invoiced Cost	£88.30		-£500.00	-£786.17		-£1,666.66		-£1,667.00	£0.34
Plus Client Issues:									
Client Issues Recharged		£32.30							
Total Client Issues		£32.30							
Total Invoiced Cost Pre Vat	£88.30	£32.30	-£500.00	-£786.17		-£1,666.66			
Plus VAT:									
Input VAT	£266.67	£443.02	£301.67	£301.67		£386.07			
Output VAT		-£6.41							
Total VAT	£266.67	£436.61	£301.67	£301.67		£386.07			
Total Invoiced Cost Plus VAT	£354.97	£468.91	-£198.33	-£484.50		-£1,280.59			
Plus Additional Invoices/Credits:									
Net Invoice Value				-£140.00					
VAT Charged									
Total Additional Invoice/Credit				-£140.00					

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	50.37%	48.24%	48.62%	49.08%

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit	49.42%	0.00%		

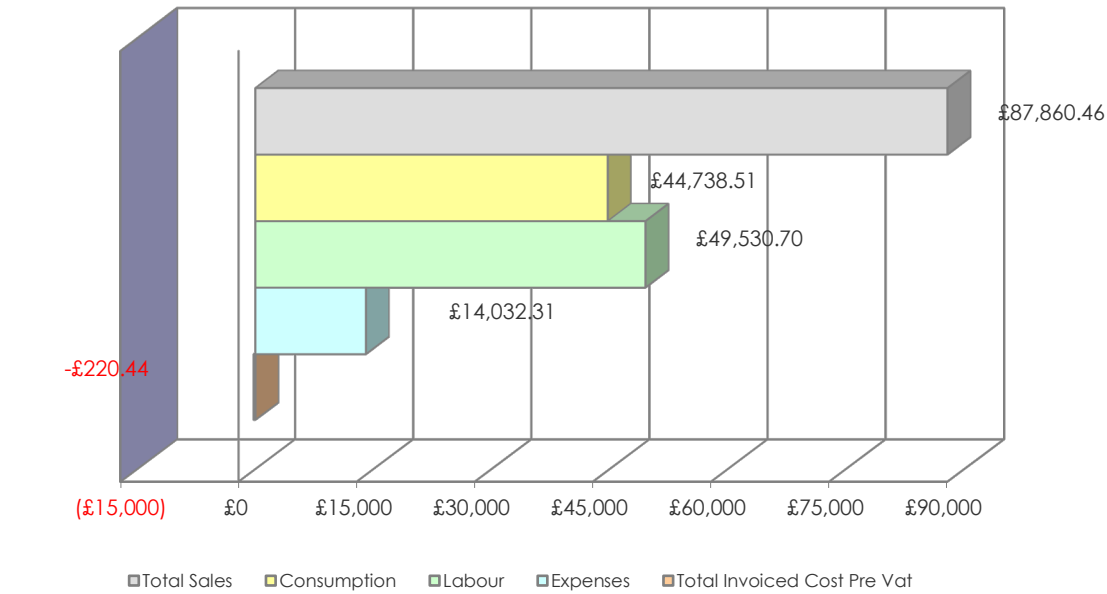
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

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

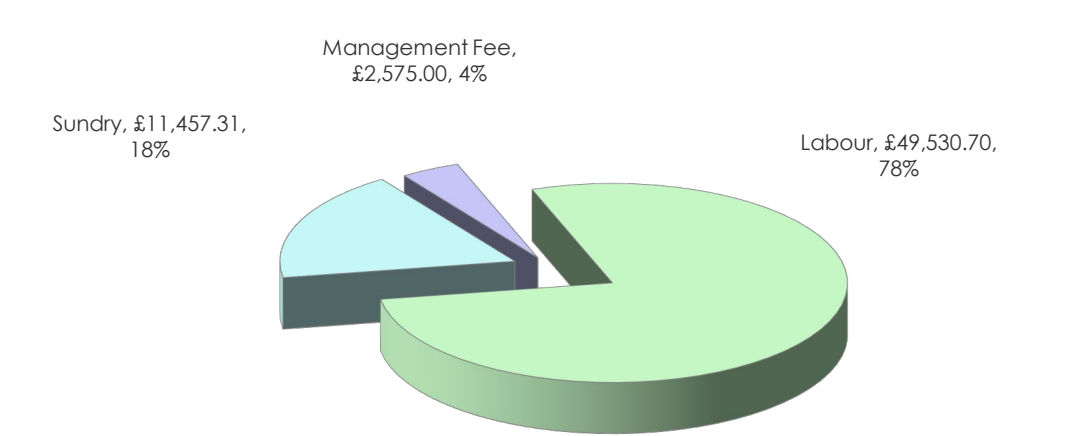
Monthly Performance Summary

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	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	£19,963	£23,397	£26,530	£17,970	£0.00								£87,860.46
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%								50.92%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%								49.08%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%								56.37%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%								13.04%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%								2.93%
Net Cost of Catering	£3,929.21	£2,219.56	-£976.88	£3,726.44	£11,542.73								£20,441.06
Variance	£12,853.17	£8,569.65	£6,230.78	£6,298.10	-£992.27								£32,959.43

Total Invoice Breakdown ~ YTD



Breakdown of Overheads ~ YTD



section five

contractor's invoices & trading accounts

CREDIT NOTE

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-11243
Invoice Date: 31st Aug 2019

Description	Net	Vat	Gross
Services Provided :	£-1,666.66	£386.07	£-1,280.59
<hr/>			
Your Output VAT on Sales @20% of	£0.00	is	£0.00
Your Output VAT on Sales @0% of	£0.00	is	£0.00
Your Input VAT on Purchases @20% of	£0.00	is	£0.00
Your Input VAT on Purchases @0% of	£-12,799.93	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,202.94	is	£0.00
Your Input VAT on Other @20% of	£1,930.33	is	£386.07
Your Input VAT on Other @0% of	£0.00	is	£0.00
TOTAL	£-1,666.66		£386.07

Net Total: £-1,666.66
Vat Total: £386.07
Net Total: £-1,280.59

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 Aug 2019 - 31st Aug 2019



Description	Net
Credit Sales	
Subtotal Credit Sales	-
Opening Stock	6,585.44 (19/07/2019)
Closing Stock	6,585.44 (27/08/2019)
Labour	
Labour	9,202.94
Total Labour	9,202.94
Sundries	
Opening Stock	409.46 (19/07/2019)
Total Sundries	409.46
Extra Costs	
Management Fee	515.00
Depreciation	1,415.33
Total Extra Costs	1,930.33
Net Operating Cost	11,542.73
Invoice Reconciliation	
Net Cost of Catering	11,542.73
Cost Adjustment	-13,209.39
Invoice Value	-1,666.66

section six

client issue summary

auditor's notes

for the attention of Mr Graham Swindells

There are no client issues to report in the month of August

section seven

phased budget

Trading Days	190
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Budget		Trading Days	12	17	20	16	0	16	18	20	15	20	15	21	190
	Budget	Trading %age	5.93%	8.39%	9.12%	5.32%	0.00%	11.95%	10.29%	11.35%	8.26%	10.81%	8.25%	10.34%	100.00%
		Month	April	May	June	July	August	September	October	November	December	January	February	March	Total
Secondary Paid			£39,989	£35,191	£36,790	£28,152	£0	£30,392	£34,551	£31,352	£24,633	£27,193	£9,597	£22,074	£319,914
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Adult Paid			£263	£231	£242	£185	£0	£200	£227	£206	£162	£179	£63	£142	£2,100
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Cash Sales			£40,252.00	£35,422.00	£37,032.00	£28,337.00	£0.00	£30,592.00	£34,778.00	£31,558.00	£24,795.00	£27,372.00	£9,660.00	£22,216.00	£322,014
Total Cash Sales Per Day			£3,354	£2,084	£1,852	£1,771	£0	£1,912	£1,932	£1,578	£1,653	£1,369	£644	£1,058	£1,695
Credit Sales															
FSM			£1,026	£903	£944	£722	£0	£780	£886	£804	£632	£698	£246	£567	£8,208
Staff Duty			£356	£314	£328	£251	£0	£271	£308	£279	£219	£242	£86	£196	£2,850
Subtotal Credit Sales			£1,382.00	£1,217.00	£1,272.00	£973.00	£0.00	£1,051.00	£1,194.00	£1,083.00	£851.00	£940.00	£332.00	£763.00	£11,058
Hospitality			£1,625	£1,430	£1,495	£1,144	£0	£1,235	£1,404	£1,274	£1,001	£1,105	£390	£897	£13,000
Total Credit Sales			£3,007.00	£2,647.00	£2,767.00	£2,117.00	£0.00	£2,286.00	£2,598.00	£2,357.00	£1,852.00	£2,045.00	£722.00	£1,660.00	£24,058.00
Total Sales			£43,259	£38,069	£39,799	£30,454	£0	£32,878	£37,376	£33,915.00	£26,647	£29,417	£10,382	£23,876	£346,072
Food Costs															
Food costs			£21,196.91	£18,653.81	£19,501.51	£14,922.46	£0	£16,110.22	£18,314.24	£16,618.35	£13,057.03	£14,414.33	£5,087.18	£11,699.24	£169,575
Total Food Costs			£21,196.91	£18,653.81	£19,501.51	£14,922.46	£0.00	£16,110.22	£18,314.24	£16,618.35	£13,057.03	£14,414.33	£5,087.18	£11,699.24	£169,575.28
Gross Profit			£22,062	£19,415	£20,297	£15,532	£0	£16,768	£19,062	£17,297	£13,590	£15,003	£5,295	£12,177	£176,497
Gross Profit %age			51%	51%	51%	51%	0%	51%	51%	51%	51%	51%	51%	51%	51%
Overhead Costs															
Labour		Aspens	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£127,260
		Sub Total	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£127,260.00
Sundries															
Disposables			£602.38	£530.10	£554.19	£424.08	£0.00	£457.81	£1,768.88	£482.46	£371.07	£409.62	£144.57	£322.52	£6,068
Investment			£1,008.33	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£12,100
Management Fee			£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£6,180
Additional depreciation			£407.42	£407	£407	£407	£407	£407	£407	£407	£407	£407	£407	£407	£4,889
adjustment			£7,257.30	£4,683	£5,541	£905	-£14,202	£2,108	£3,090	£2,612	-£984	£391	-£9,052	-£2,348	£0
Total Overhead Costs			£20,395.43	£17,748.53	£18,630.83	£13,864.88	-£1,666.66	£15,101.12	£17,395.10	£15,629.99	£11,923.31	£13,336.01	£3,628.16	£10,510.02	£156,496.72
Surplus / (Cost)			£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.74	£20,000.00

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