

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

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Senior Consultant

The Litmus Partnership Limited

November 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 November 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 period eight, the net cost of catering is £21.8k adverse to budget, due mainly to cash sales being £16.4k below budget, coupled with a gross profit being 4.62% under budget.

Clarification regarding hospitality details have not yet been received, we are querying varying pricing. 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 Eight

Budget Year ~ April 2019 to March 2020

Budget Heading	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	£136,326.25	£144,539.36	£178,290.93	90.89%	£174,446.96	92.44%	£190,892.68	£-16,445.72
Adult Sales		£465.10	£1,173.68	0.68%	£1,309.82	0.61%	£1,253.07	£56.75
Free Student Meals				2.20%	£4,226.04	1.91%	£3,952.15	£273.89
Free Staff Meals				0.88%	£1,681.56	0.82%	£1,700.62	£-19.06
Hospitality				4.87%	£9,348.95	3.76%	£7,756.47	£1,592.48
Client Issues	£10,154.41	£11,988.85	£15,332.99	0.48%	£919.08	0.46%	£945.56	£-26.48
Total Sales	£146,480.66	£156,993.31	£194,797.60	100.00%	£191,932.41	100.00%	£206,500.55	£-14,568.14
Less Consumption :								
Opening Stock		£33,737.61	£47,445.17	29.43%	£56,491.30			£56,491.30
Cost of Sales	£68,576.69	£84,686.89	£95,012.06	53.41%	£102,511.30	49.00%	£101,185.56	£1,325.74
Less Closing Stock		£-35,746.61	£-48,717.65	-29.22%	£-56,078.59			£-56,078.59
Total Consumption	£68,576.69	£82,677.89	£93,739.58	53.63%	£102,924.01	49.00%	£101,185.56	£1,738.45
Gross Profit :								
Total Gross Profit	£77,903.97	£74,315.42	£101,058.02	46.37%	£89,008.40	51.00%	£105,314.99	£-16,306.59
Gross Profit %	53.18%	47.34%	51.88%		46.37%		51.00%	-4.62%
Less Labour:								
Basic Pay	£66,119.22	£61,524.79	£73,371.77	41.91%	£80,444.98	41.08%	£84,840.00	£-4,395.02
Employers' NI		£4,681.02	£2,699.64	1.03%	£1,973.71			£1,973.71
Employers Pens		£487.12	£569.98	0.44%	£850.39			£850.39
NEST Pens								
PAYE		£2,607.60						
Overtime								
Apprenticeship Levy		£303.38	£366.57	0.16%	£303.76			£303.76
Other Deductions		£509.40	£-44.60	0.87%	£1,673.24			£1,673.24
Sick Pay				1.54%	£2,956.36			£2,956.36
DBS Check								
Total Labour Costs	£66,119.22	£70,113.31	£76,963.36	45.95%	£88,202.44	41.08%	£84,840.00	£3,362.44
Less Expenses:								
Disposables	£3,240.15	£1,824.67	£1,605.98	1.27%	£2,428.38	2.33%	£4,819.90	£-2,391.52
Cleaning Materials	£1,183.28	£1,049.58	£651.13	0.20%	£387.16			£387.16
IT Equipment & Recharge								
Uniforms & Laundry		£1,714.03	£514.59	0.37%	£707.23			£707.23
Marketing Expenses	£500.00	£15.54	£28.33					
Equipment Purchases		£759.12	£140.76	0.14%	£274.85			£274.85
Equipment Hire	£960.00		£28.96					
Deep Clean	£1,350.00			0.68%	£1,299.00			£1,299.00
Bank / Credit Card Charges								
Cash Collection	£2,000.00							
Subcontracted Deep Clean Costs								
Sundry Expenses	£832.00	£-11.37		0.01%	£16.90			£16.90
Telephone		£64.83						
Waste Collection				0.79%	£1,521.55			£1,521.55
Stationary & Postage	£701.36	£29.95	£64.26	0.04%	£67.43			£67.43
Training								
Depreciation	£4,000.00	£8,066.31	£8,066.64	5.90%	£11,322.64	5.48%	£11,326.00	£-3.36
Staff Advertising & Recruitment								
CRB								
Stock Movement	£320.72	£-618.85	£31.27	0.14%	£270.71			£270.71
Management Fee	£10,000.00	£4,000.00	£4,000.00	2.15%	£4,120.00	2.00%	£4,120.00	
Total Expenses	£25,087.51	£16,893.81	£15,131.92	11.68%	£22,415.85	9.81%	£20,265.90	£2,149.95
Total Overheads	£91,206.73	£87,007.12	£92,095.28	57.63%	£110,618.29	50.90%	£105,105.90	£5,512.39
Less Gross Profit	£-77,903.97	£-74,315.42	£-101,058.02	-46.37%	£-89,008.40	-51.00%	£-105,314.99	£16,306.59
NET COST OF CATERING	£13,302.76	£12,691.70	£-8,962.74	11.26%	£21,609.89	-0.10%	£-209.09	£21,818.98
Plus Adjustment:								
Balancing Subsidy	£-13,302.76	£-16,871.48	£2,672.86	-18.21%	£-34,943.02	-6.36%	£-13,123.84	£-21,819.18
Total Adjustments	£-13,302.76	£-16,871.48	£2,672.86	-18.21%	£-34,943.02	-6.36%	£-13,123.84	£-21,819.18
Total Fixed Invoiced Cost		£-4,179.78	£-6,289.88	-6.95%	£-13,333.13	-6.46%	£-13,332.93	£-0.20
Plus Client Issues:								
Client Issues Recharged	£10,219.70	£11,988.85	£15,332.99	8.43%	£16,175.63			
Total Client Issues	£10,219.70	£11,988.85	£15,332.99	8.43%	£16,175.63			
Total Invoiced Cost Pre Vat	£10,219.70	£7,809.07	£9,043.11	1.48%	£2,842.50			
Plus VAT:								
Input VAT	£6,635.17	£5,740.84	£5,367.40	4.00%	£7,680.75			
Output VAT	£-150.58	£-46.61						
Total VAT	£6,484.59	£5,694.23	£5,367.40	4.00%	£7,680.75			
Total Invoiced Cost Plus VAT	£16,704.29	£13,503.30	£14,410.51	5.48%	£10,523.25			
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 Eight

Month of :	Nov-16	Nov-17	Nov-18						Nov-19
Budget Heading	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance	
Sales :									
Sales	£21,744.27	£33,806.18	£33,566.08	89.87%	£29,083.25	92.44%	£36,854.09	-£7,770.84	
Adult Sales		£90.58	£224.29	0.16%	£51.62	0.61%	£241.92	-£190.30	
Free Student Meals				3.01%	£975.24	2.37%	£945.56	£29.68	
Free Staff Meals				0.56%	£181.44	0.82%	£328.32	-£146.88	
Hospitality				6.39%	£2,068.35	3.76%	£1,497.60	£570.75	
Client Issues	£1,672.26	£1,876.93	£2,195.21						
Total Sales	£23,416.53	£35,773.69	£35,985.58	100.00%	£32,359.90	100.00%	£39,867.49	-£7,507.59	
Less Consumption :									
Opening Stock		£5,641.88	£6,510.71	15.20%	£4,919.46			£4,919.46	
Cost of Sales	£11,185.74	£15,449.79	£18,280.02	56.58%	£18,309.56	49.00%	£19,535.07	-£1,225.51	
Less Closing Stock		-£5,779.75	-£7,459.60	-23.43%	-£7,582.29			-£7,582.29	
Total Consumption	£11,185.74	£15,311.92	£17,331.13	48.35%	£15,646.73	49.00%	£19,535.07	-£3,888.34	
Gross Profit :									
Total Gross Profit	£12,230.79	£20,461.77	£18,654.45	51.65%	£16,713.17	51.00%	£20,332.42	-£3,619.25	
Gross Profit %	52.23%	57.20%	51.84%		51.65%		51.00%	0.65%	
Less Labour:									
Basic Pay	£8,366.61	£8,538.48	£9,326.79	34.27%	£11,091.05	26.60%	£10,605.00	£486.05	
Employers' NI		£575.52	£316.19	1.22%	£395.65			£395.65	
Employers Pens		£61.47	£68.80	0.28%	£91.06			£91.06	
NEST Pens									
PAYE		£284.00							
Overtime									
Apprenticeship Levy		£45.70	£46.37	0.17%	£55.44			£55.44	
Other Deductions		£20.08							
Sick Pay				9.14%	£2,956.36			£2,956.36	
DBS Check									
Total Labour Costs	£8,366.61	£9,525.25	£9,758.15	45.09%	£14,589.56	26.60%	£10,605.00	£3,984.56	
Less Expenses:									
Disposables	£299.50	£271.32	£371.65	1.93%	£624.46	1.21%	£482.46	£142.00	
Cleaning Materials	£148.30	£147.95	£91.42						
IT Equipment & Recharge									
Uniforms & Laundry			£36.00						
Marketing Expenses									
Equipment Purchases		£3.41	£12.90						
Equipment Hire	£120.00								
Deep Clean									
Bank / Credit Card Charges									
Cash Collection	£250.00								
Subcontracted Deep Clean Costs									
Sundry Expenses	£104.00			0.02%	£6.90			£6.90	
Telephone									
Waste Collection									
Stationary & Postage	£87.67								
Training									
Depreciation	£500.00	£1,008.33	£1,008.33	4.37%	£1,415.33	3.55%	£1,415.75	-£0.42	
Staff Advertising & Recruitment									
CRB									
Stock Movement	£40.09	-£285.85	£77.72	-0.84%	-£270.76			-£270.76	
Management Fee	£1,250.00	£500.00	£500.00	1.59%	£515.00	1.29%	£515.00		
Total Expenses	£2,799.56	£1,645.16	£2,098.02	7.08%	£2,290.93	6.05%	£2,413.21	-£122.28	
Total Overheads	£11,166.17	£11,170.41	£11,856.17	52.16%	£16,880.49	32.65%	£13,018.21	£3,862.28	
Less Gross Profit	-£12,230.79	-£20,461.77	-£18,654.45	-51.65%	-£16,713.17	-51.00%	-£20,332.42	£3,619.25	
NET COST OF CATERING	-£1,064.62	-£9,291.36	-£6,798.28	0.52%	£167.32	-18.35%	-£7,314.21	£7,481.53	
Plus Adjustment:									
Balancing Subsidy	£1,064.62	£8,789.36	£6,012.11	-5.67%	-£1,833.99	14.17%	£5,647.54	-£7,481.53	
Total Adjustments	£1,064.62	£8,789.36	£6,012.11	-5.67%	-£1,833.99	14.17%	£5,647.54	-£7,481.53	
Total Fixed Invoiced Cost		-£502.00	-£786.17	-5.15%	-£1,666.67	-4.18%	-£1,666.67	-£0.00	
Plus Client Issues:									
Client Issues Recharged	£1,737.05	£1,876.93	£2,195.21	9.97%	£3,225.03				
Total Client Issues	£1,737.05	£1,876.93	£2,195.21	9.97%	£3,225.03				
Total Invoiced Cost Pre Vat	£1,737.05	£1,374.93	£1,409.04	4.82%	£1,558.36				
Plus VAT:									
Input VAT	£1,039.05	£518.42	£707.31	7.46%	£2,412.58				
Output VAT	-£15.95								
Total VAT	£1,023.10	£518.42	£707.31	7.46%	£2,412.58				
Total Invoiced Cost Plus VAT	£2,760.15	£1,893.35	£2,116.35	12.27%	£3,970.94				
Plus Additional Invoices/Credits:									
Net Invoice Value									
VAT Charged									
Total Additional Invoice/Credit									

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%	46.88%	32.10%

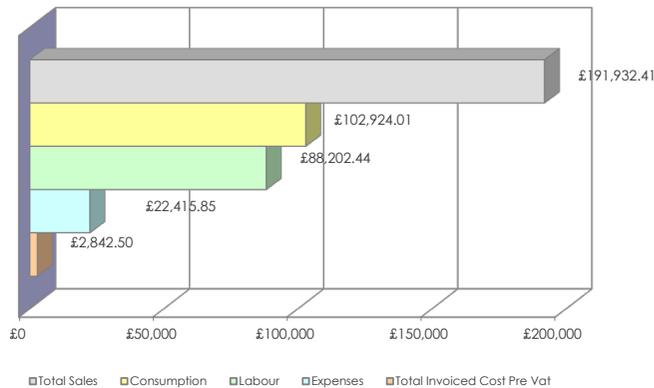
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	34.28%	51.65%		

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	£36,429	£35,283	£32,360					£191,932.41
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%	53.12%	65.72%	48.35%					53.63%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%	46.88%	34.28%	51.65%					46.37%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%	30.90%	36.35%	45.09%					45.95%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%	7.44%	6.67%	5.49%					9.53%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%	1.41%	1.46%	1.59%					2.15%
Net Cost of Catering	£3,929.21	£2,219.56	-\$976.88	£3,726.44	£11,542.73	-\$2,597.56	£3,599.07	£167.32					£21,609.89
Variance	£163.05	£1,490.84	-\$1,447.30	£1,691.77	-\$993.02	£4,741.30	£8,690.81	£7,481.53					£21,818.98

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-13365

Invoice Date: 30th Nov 2019

Description	Net	Vat	Gross
Services Provided :	£1,558.36	£2,412.58	£3,970.94
<hr/>			
Your Output VAT on Sales @20% of	£-51.62	is	£-10.32
Your Output VAT on Sales @0% of	£-29,083.25	is	£0.00
Your Input VAT on Purchases @20% of	£7,227.80	is	£1,445.56
Your Input VAT on Purchases @0% of	£6,945.54	is	£0.00
Your Input VAT on Labour @20% of	£2,956.36	is	£591.27
Your Input VAT on Labour @0% of	£11,633.20	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	£1,558.36		£2,412.58

Net Total: £1,558.36
Vat Total: £2,412.58
Net Total: £3,970.94

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 Nov 2019 - 30th Nov 2019



Description	Net
Cash Sales	
Catering Cashless Adults	51.62
Catering Cashless Students	28,410.15
Catering Cash Students	673.10
Subtotal Cash Sales	29,134.87
Credit Sales	
Duty Meals	181.44
FSM	975.24
Hospitality	2,068.35
Subtotal Credit Sales	3,225.03
Total Sales	32,359.90
Cost of Sales	
Opening Stock	4,919.46 (25/10/2019)
Purchases	18,309.56
Closing Stock	7,582.29 (29/11/2019)
Consumption	15,646.73
Gross Profit	16,713.17
GP%	51.65%
Labour	
Labour	11,633.20
Agency Labour	2,956.36
Total Labour	14,589.56
Sundries	
Opening Stock	350.26 (25/10/2019)
Non Food Disposables	624.46
Transport Costs	6.90
Closing Stock	621.02 (29/11/2019)
Total Sundries	360.60
Extra Costs	
Management Fee	515.00
Depreciation	1,415.33
Total Extra Costs	1,930.33

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Nov 2019 - 30th Nov 2019



Net Operating Cost	167.32
Invoice Reconciliation	
Net Cost of Catering	167.32
Credit Sales	3,225.03
Cost Adjustment	-1,833.99
Invoice Value	1,558.36

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Nov 2019 - 30th Nov 2019



	1st Nov 2019 (Fri)	2nd Nov 2019 (Sat)	3rd Nov 2019 (Sun)	4th Nov 2019 (Mon)	5th Nov 2019 (Tue)	6th Nov 2019 (Wed)	7th Nov 2019 (Thu)
Duty Meals	0	0	0	0	12	1	13
Unit Price	0.00	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	12.96	1.08	14.04
FSM	0	0	0	60	53	44	50
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	64.80	57.24	47.52	54.00
	8th Nov 2019 (Fri)	9th Nov 2019 (Sat)	10th Nov 2019 (Sun)	11th Nov 2019 (Mon)	12th Nov 2019 (Tue)	13th Nov 2019 (Wed)	14th Nov 2019 (Thu)
Duty Meals	12	0	0	13	11	12	8
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	12.96	0.00	0.00	14.04	11.88	12.96	8.64
FSM	49	0	0	48	54	51	51
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	52.92	0.00	0.00	51.84	58.32	55.08	55.08
	15th Nov 2019 (Fri)	16th Nov 2019 (Sat)	17th Nov 2019 (Sun)	18th Nov 2019 (Mon)	19th Nov 2019 (Tue)	20th Nov 2019 (Wed)	21st Nov 2019 (Thu)
Duty Meals	7	0	0	9	12	10	0
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	0.00
Net Charge	7.56	0.00	0.00	9.72	12.96	10.80	0.00
FSM	46	0	0	49	48	54	0
Unit Price	1.08	0.00	0.00	1.08	1.08	1.08	0.00
Net Charge	49.68	0.00	0.00	52.92	51.84	58.32	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Nov 2019 - 30th Nov 2019



	22nd Nov 2019 (Fri)	23rd Nov 2019 (Sat)	24th Nov 2019 (Sun)	25th Nov 2019 (Mon)	26th Nov 2019 (Tue)	27th Nov 2019 (Wed)	28th Nov 2019 (Thu)
Duty Meals	0	0	0	7	11	12	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	7.56	11.88	12.96	14.04
FSM	0	0	0	49	50	53	55
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	52.92	54.00	57.24	59.40
	29th Nov 2019 (Fri)	30th Nov 2019 (Sat)					
Duty Meals	5	0					
Unit Price	1.08	0.00					
Net Charge	5.40	0.00					
FSM	39	0					
Unit Price	1.08	0.00					
Net Charge	42.12	0.00					

Quantity Total	1071	
Net Total	1,156.68	
Duty Meals	Quantity	168
	Net Charge	181.44
FSM	Quantity	903
	Net Charge	975.24

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Nov 2019 - 30th Nov 2019



Date	Description	Qty	Unit Price	Net
5th Nov 2019	michelle. l 17.10.19	14	0.45	6.30
5th Nov 2019	michelle. lunch 14.10.19	12	1.45	17.40
5th Nov 2019	michelle. lunch 18.10.19	3	1.45	4.35
5th Nov 2019	coffee cups 17.10.19	100	0.08	8.00
5th Nov 2019	curry meal 17.10.19	98	4.00	392.00
5th Nov 2019	labour. curry evening 17.10.19	1	155.00	155.00
5th Nov 2019	staff room service . Graham Swindells 14.10.19 & 25.10.19	2	25.00	50.00
5th Nov 2019	natalie 05.10.19 refreshments	2	1.25	2.50
6th Nov 2019	MILK. STEM BLOCK 07.11.19	1	1.45	1.45
6th Nov 2019	milk. it department 04.11.19	1	1.45	1.45
6th Nov 2019	milk. it department 22.10.19	1	1.45	1.45
6th Nov 2019	milk. finance office 25.10.19	1	1.45	1.45
6th Nov 2019	milk. finance office 04.11.19	1	1.45	1.45
6th Nov 2019	founders day refreshments	15	1.10	16.50
6th Nov 2019	michelle 17.10.19	14	0.45	6.30
6th Nov 2019	martha 17.10.19	20	0.45	9.00
6th Nov 2019	netball . cookies wednesday	35	0.45	15.75

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6th Nov 2019	lesley biscuits 14.10.19	100	0.45	45.00
6th Nov 2019	milk. lesley 14.10.19	1	1.45	1.45
6th Nov 2019	founders day lunch.	15	1.95	29.25
6th Nov 2019	Mr Howell. refreshments hockey & fruit 04.11.19	16	1.45	23.20
6th Nov 2019	martha cookies 21.10.19	20	0.45	9.00
6th Nov 2019	biscuits . peter randon	250	0.30	75.00
6th Nov 2019	coffee tea milk .. peter randon	200	0.45	90.00
6th Nov 2019	milk. finance office	1	1.45	1.45
6th Nov 2019	milk. staffroom extra 12.10.19	2	1.45	2.90
7th Nov 2019	martha07.11.19	20	0.45	9.00
8th Nov 2019	staff room service . Graham Swindells	1	25.00	25.00
8th Nov 2019	VIP lunch and water	25	3.50	87.50
11th Nov 2019	milk. it department	1	1.45	1.45
11th Nov 2019	milk stem block	1	1.45	1.45
11th Nov 2019	MILK EXAMS OFFICE	1	1.45	1.45
12th Nov 2019	cookies and water c howell	16	1.10	17.60
13th Nov 2019	cookies martha	30	0.45	13.50
14th Nov 2019	cookies and water c howell	16	1.10	17.60
15th Nov 2019	cookies and water c howell	20	1.10	22.00

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15th Nov 2019	VIP lunch martha davis	4	3.50	14.00
15th Nov 2019	staff room service . Graham Swindells	15	1.45	21.75
18th Nov 2019	milk main office	1	1.45	1.45
18th Nov 2019	milk for finance office	1	1.45	1.45
19th Nov 2019	teas coffees and cakes	5	1.10	5.50
20th Nov 2019	water for netball	10	0.65	6.50
20th Nov 2019	snacks for netball	60	0.30	18.00
20th Nov 2019	water parents evening	50	0.65	32.50
20th Nov 2019	water and snacks chris howell hockey	16	0.95	15.20
20th Nov 2019	parents evening baguettes	12	1.10	13.20
21st Nov 2019	Teacher training day	100	4.75	475.00
21st Nov 2019	milk stem block	1	1.45	1.45
22nd Nov 2019	VIP lunch brian davis	10	3.50	35.00
22nd Nov 2019	staff room service . Graham Swindells	15	1.45	21.75
22nd Nov 2019	drinks and cakes	24	1.25	30.00
25th Nov 2019	buffet brian davis	10	2.50	25.00
26th Nov 2019	TEA/COFFEE AND BISCUITS SPEAKER	1	1.95	1.95
26th Nov 2019	milk maths dept	1	1.45	1.45
27th Nov 2019	milk. it department	1	1.45	1.45

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27th Nov 2019	cookies and waters chris howell	16	1.10	17.60
27th Nov 2019	cookies for netball	10	1.10	11.00
27th Nov 2019	water for netball	10	0.50	5.00
28th Nov 2019	cookies for martha	60	0.40	24.00
28th Nov 2019	TEA/COFFEE AND BISCUITS natalie	2	1.45	2.90
28th Nov 2019	tea/coffee/waters and cookies mr goodwin	20	1.95	39.00
28th Nov 2019	milk. finance office	1	1.45	1.45
28th Nov 2019	buffet and waters for natalie vip	4	3.50	14.00
28th Nov 2019	tea/coffe and biscuits natalie	2	1.45	2.90
28th Nov 2019	cookies and water and crisps chris howell	24	1.75	42.00
29th Nov 2019	staff room service . Graham Swindells	15	1.45	21.75
				2,068.35

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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