

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

September 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 September 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 six, the net cost of catering is £5.6k adverse to budget, due mainly to cash sales being £6.7k below budget with overspent sundry expenses of £3.1k.

Clarification regarding hospitality details 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 Six
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	£91,525.33	£87,028.06	£109,008.30	89.96%	£111,805.05	92.44%	£118,880.04	-£7,074.99
Adult Sales		£310.30	£742.49	0.95%	£1,183.35	0.61%	£780.36	£402.99
Free Student Meals				1.77%	£2,196.72	1.64%	£2,104.53	£92.19
Free Staff Meals				1.00%	£1,238.76	0.82%	£1,059.08	£179.68
Hospitality				5.59%	£6,946.80	3.76%	£4,830.80	£2,116.00
Client Issues	£6,326.18	£8,545.40	£10,377.31	0.74%	£919.08	0.74%	£945.56	-£26.48
Total Sales	£97,851.51	£95,883.76	£120,128.10	100.00%	£124,289.76	100.00%	£128,600.37	-£4,310.61
Less Consumption :								
Opening Stock		£20,605.90	£32,928.83	34.26%	£42,578.21			£42,578.21
Cost of Sales	£46,536.32	£55,922.37	£59,494.20	52.37%	£65,088.21	49.00%	£63,014.17	£2,074.04
Less Closing Stock		-£24,324.98	-£34,747.34	-35.06%	-£43,576.84			-£43,576.84
Total Consumption	£46,536.32	£52,203.29	£57,675.69	51.56%	£64,089.58	49.00%	£63,014.17	£1,075.41
Gross Profit :								
Total Gross Profit	£51,315.19	£43,680.47	£62,452.41	48.44%	£60,200.18	51.00%	£65,586.20	-£5,386.02
Gross Profit %	52.44%	45.56%	51.99%		48.44%		51.00%	-2.56%
Less Labour:								
Basic Pay	£49,537.91	£44,718.01	£54,406.85	47.26%	£58,737.08	49.48%	£63,630.00	-£4,892.92
Employers' NI		£3,508.14	£2,032.27	0.95%	£1,185.40			£1,185.40
Employers Pens		£361.09	£426.31	0.54%	£668.97			£668.97
NEST Pens								
PAYE		£2,046.20						
Overtime								
Apprenticeship Levy		£213.22	£272.01	0.16%	£195.24			£195.24
Other Deductions		£450.18	£3.59					
Sick Pay								
DBS Check								
Total Labour Costs	£49,537.91	£51,296.84	£57,141.03	48.91%	£60,786.69	49.48%	£63,630.00	-£2,843.31
Less Expenses:								
Disposables	£2,699.95	£1,216.94	£969.47	0.86%	£1,062.77	2.00%	£2,568.56	-£1,505.79
Cleaning Materials	£879.28	£764.51	£280.82	0.26%	£319.78			£319.78
IT Equipment & Recharge								
Uniforms & Laundry		£1,714.03	£416.95	0.54%	£677.23			£677.23
Marketing Expenses	£500.00		£28.33					
Equipment Purchases		£576.31	£62.97	0.22%	£274.85			£274.85
Equipment Hire	£720.00		£28.96					
Deep Clean	£1,350.00			1.05%	£1,299.00			£1,299.00
Bank / Credit Card Charges								
Cash Collection	£1,500.00							
Subcontracted Deep Clean Costs								
Sundry Expenses	£624.00	£0.03		0.01%	£10.00			£10.00
Telephone		£64.83						
Waste Collection				1.22%	£1,521.55			£1,521.55
Stationary & Postage	£526.02	£29.95	£64.26	0.05%	£67.43			£67.43
Training								
Depreciation	£3,000.00	£6,049.65	£6,049.98	6.83%	£8,491.98	6.61%	£8,494.50	-£2.52
Staff Advertising & Recruitment								
CRB								
Stock Movement	£240.54	-£678.26	£27.56	0.36%	£442.40			£442.40
Management Fee	£7,500.00	£3,000.00	£3,000.00	2.49%	£3,090.00	2.40%	£3,090.00	
Total Expenses	£19,539.79	£12,737.99	£10,929.30	13.88%	£17,256.99	11.01%	£14,153.06	£3,103.93
Total Overheads	£69,077.70	£64,034.83	£68,070.33	62.79%	£78,043.68	60.48%	£77,783.06	£260.62
Less Gross Profit	-£51,315.19	-£43,680.47	-£62,452.41	-48.44%	-£60,200.18	-51.00%	-£65,586.20	£5,386.02
NET COST OF CATERING	£17,762.51	£20,354.36	£5,617.92	14.36%	£17,843.50	9.48%	£12,196.86	£5,646.64
Plus Adjustment:								
Balancing Subsidy	-£17,762.51	-£23,532.14	-£10,334.95	-22.40%	-£27,843.27	-17.26%	-£22,196.46	-£5,646.81
Total Adjustments	-£17,762.51	-£23,532.14	-£10,334.95	-22.40%	-£27,843.27	-17.26%	-£22,196.46	-£5,646.81
Total Fixed Invoiced Cost		-£3,177.78	-£4,717.03	-8.05%	-£9,999.77	-7.78%	-£9,999.60	-£0.17
Plus Client Issues:								
Client Issues Recharged	£6,326.68	£8,545.40	£10,377.31	9.09%	£11,301.36			
Total Client Issues	£6,326.68	£8,545.40	£10,377.31	9.09%	£11,301.36			
Total Invoiced Cost Pre Vat	£6,326.68	£5,367.62	£5,660.28	1.05%	£1,301.59			
Plus VAT:								
Input VAT	£4,830.48	£4,898.71	£3,831.49	2.98%	£3,704.89			
Output VAT	-£116.85	-£46.61						
Total VAT	£4,713.63	£4,852.10	£3,831.49	2.98%	£3,704.89			
Total Invoiced Cost Plus VAT	£11,040.31	£10,219.72	£9,491.77	4.03%	£5,006.48			
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 Six

Month of :	Sep-16	Sep-17	Sep-18		Sep-19			
Budget Heading	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :								
Sales	£21,683.65	£25,635.11	£30,548.10	90.78%	£33,071.07	92.44%	£36,854.09	-£3,783.02
Adult Sales		£54.76	£118.65	0.47%	£169.49	0.61%	£241.92	-£72.43
Free Student Meals								
Free Staff Meals				0.70%	£254.88	0.82%	£328.32	-£73.44
Hospitality				5.53%	£2,014.78	3.76%	£1,497.60	£517.18
Client Issues	£1,870.70	£3,420.91	£2,976.43	2.52%	£919.08	2.37%	£945.56	-£26.48
Total Sales	£23,554.35	£29,110.78	£33,643.18	100.00%	£36,429.30	100.00%	£39,867.49	-£3,438.19
Less Consumption :								
Opening Stock			£3,663.28	18.08%	£6,585.44			£6,585.44
Cost of Sales	£11,332.27	£15,860.15	£21,416.01	59.73%	£21,759.26	49.00%	£19,535.07	£2,224.19
Less Closing Stock			-£8,005.63	-24.69%	-£8,993.63			-£8,993.63
Total Consumption	£11,332.27	£15,860.15	£17,073.66	53.12%	£19,351.07	49.00%	£19,535.07	-£184.00
Gross Profit :								
Total Gross Profit	£12,222.08	£13,250.63	£16,569.52	46.88%	£17,078.23	51.00%	£20,332.42	-£3,254.19
Gross Profit %	51.89%	45.52%	49.25%		46.88%		51.00%	-4.12%
Less Labour:								
Basic Pay	£8,802.16	£8,473.54	£9,462.84	29.38%	£10,703.14	26.60%	£10,605.00	£98.14
Employers' NI		£744.31	£341.99	1.09%	£398.30			£398.30
Employers Pens		£72.10	£72.54	0.28%	£101.04			£101.04
NEST Pens								
PAYE		£414.60						
Overtime								
Apprenticeship Levy		£46.43	£47.31	0.15%	£53.51			£53.51
Other Deductions		£16.60						
Sick Pay								
DBS Check								
Total Labour Costs	£8,802.16	£9,767.58	£9,924.68	30.90%	£11,255.99	26.60%	£10,605.00	£650.99
Less Expenses:								
Disposables	£249.68	£1,254.76	£343.24	1.35%	£490.54	1.15%	£457.81	£32.73
Cleaning Materials	£156.11	£246.94	£44.19	0.38%	£137.38			£137.38
IT Equipment & Recharge								
Uniforms & Laundry		£111.87	£416.95	1.42%	£516.31			£516.31
Marketing Expenses	£250.00							
Equipment Purchases		£282.06	£39.95	0.49%	£179.99			£179.99
Equipment Hire	£120.00							
Deep Clean								
Bank / Credit Card Charges								
Cash Collection	£250.00							
Subcontracted Deep Clean Costs								
Sundry Expenses	£104.00			0.03%	£10.00			£10.00
Telephone		£64.83						
Waste Collection								
Stationary & Postage	£87.67	£29.95	£42.00					
Training								
Depreciation	£500.00	£1,008.33	£1,008.33	3.89%	£1,415.33	3.55%	£1,415.75	-£0.42
Staff Advertising & Recruitment								
CRB								
Stock Movement	£40.09	-£161.23	-£119.75	-0.11%	-£39.87			-£39.87
Management Fee	£1,250.00	£500.00	£500.00	1.41%	£515.00	1.29%	£515.00	
Total Expenses	£3,007.55	£3,337.51	£2,274.91	8.85%	£3,224.68	5.99%	£2,388.56	£836.12
Total Overheads	£11,809.71	£13,105.09	£12,199.59	39.75%	£14,480.67	32.59%	£12,993.56	£1,487.11
Less Gross Profit	-£12,222.08	-£13,250.63	-£16,569.52	-46.88%	-£17,078.23	-51.00%	-£20,332.42	£3,254.19
NET COST OF CATERING	-£412.37	-£145.54	-£4,369.93	-7.13%	-£2,597.56	-18.41%	-£7,338.86	£4,741.30
Plus Adjustment:								
Balancing Subsidy	£412.37	-£354.46	£3,583.76	2.56%	£930.89	14.23%	£5,672.19	-£4,741.30
Total Adjustments	£412.37	-£354.46	£3,583.76	2.56%	£930.89	14.23%	£5,672.19	-£4,741.30
Total Fixed Invoiced Cost		-£500.00	-£786.17	-4.58%	-£1,666.67	-4.18%	-£1,666.67	-£0.00
Plus Client Issues:								
Client Issues Recharged	£1,870.70	£3,420.91	£2,976.43	8.75%	£3,188.74			
Total Client Issues	£1,870.70	£3,420.91	£2,976.43	8.75%	£3,188.74			
Total Invoiced Cost Pre Vat	£1,870.70	£2,920.91	£2,190.26	4.18%	£1,522.07			
Plus VAT:								
Input VAT	£1,191.97	£942.65	£1,170.98	3.77%	£1,371.70			
Output VAT	-£14.71							
Total VAT	£1,177.26	£942.65	£1,170.98	3.77%	£1,371.70			
Total Invoiced Cost Plus VAT	£3,047.96	£3,863.56	£3,361.24	7.94%	£2,893.77			
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%

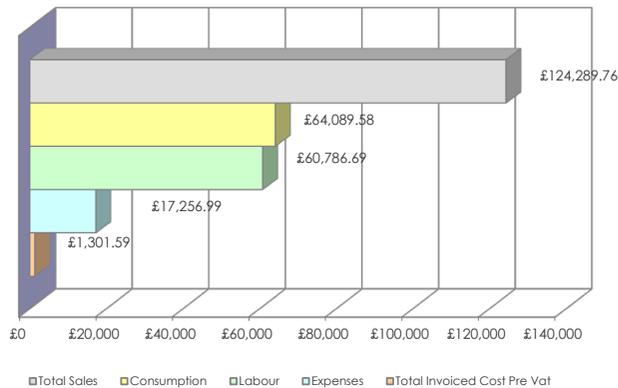
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

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

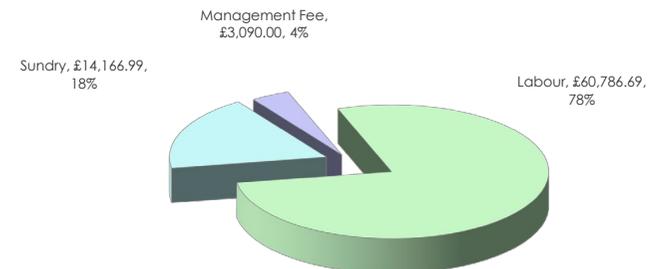
Monthly Performance Summary

	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							£124,289.76
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%	53.12%							51.56%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%	46.88%							48.44%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%	30.90%							48.91%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%	7.44%							11.40%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%	1.41%							2.49%
Net Cost of Catering	£3,929.21	£2,219.56	-\$976.88	£3,726.44	£11,542.73	-\$2,597.56							£17,843.50
Variance	£163.05	£1,490.84	-\$1,447.30	£1,691.77	-\$993.02	£4,741.30							£5,646.64

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-11797

Invoice Date: 30th Sep 2019

Description	Net	Vat	Gross
Services Provided :	£1,522.07	£1,371.70	£2,893.77
<hr/>			
Your Output VAT on Sales @20% of	£-169.49	is	£-33.90
Your Output VAT on Sales @0% of	£-33,071.07	is	£0.00
Your Input VAT on Purchases @20% of	£5,097.65	is	£1,019.53
Your Input VAT on Purchases @0% of	£16,478.66	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£11,255.99	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	£1,522.07		£1,371.70

Net Total: £1,522.07
Vat Total: £1,371.70
Net Total: £2,893.77

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 Sep 2019 - 30th Sep 2019



Description	Net
Cash Sales	
Catering Cashless Adults	169.49
Catering Cashless Students	33,071.07
Subtotal Cash Sales	33,240.56
Credit Sales	
Duty Meals	254.88
FSM	919.08
Hospitality	2,014.78
Subtotal Credit Sales	3,188.74
Total Sales	36,429.30
Cost of Sales	
Opening Stock	6,585.44 (27/08/2019)
Purchases	21,759.26
Closing Stock	8,993.63 (27/09/2019)
Consumption	19,351.07
Gross Profit	17,078.23
GP%	46.88%
Labour	
Labour	11,255.99
Total Labour	11,255.99
Sundries	
Opening Stock	409.46 (19/07/2019)
Cleaning Materials	137.38
Light Equipment	179.99
Non Food Disposables	490.54
Transport Costs	10.00
Uniforms	516.31
Closing Stock	449.33 (27/09/2019)
Total Sundries	1,294.35
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 Sep 2019 - 30th Sep 2019



Net Operating Cost	-2,597.56
Invoice Reconciliation	
Net Cost of Catering	-2,597.56
Credit Sales	3,188.74
Cost Adjustment	930.89
Invoice Value	1,522.07

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	1st Sep 2019 (Sun)	2nd Sep 2019 (Mon)	3rd Sep 2019 (Tue)	4th Sep 2019 (Wed)	5th Sep 2019 (Thu)	6th Sep 2019 (Fri)	7th Sep 2019 (Sat)
Duty Meals	0	0	0	1	9	12	0
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	0.00
Net Charge	0.00	0.00	0.00	1.08	9.72	12.96	0.00
FSM	0	0	0	6	43	43	0
Unit Price	0.00	0.00	0.00	1.08	1.08	1.08	0.00
Net Charge	0.00	0.00	0.00	6.48	46.44	46.44	0.00
	8th Sep 2019 (Sun)	9th Sep 2019 (Mon)	10th Sep 2019 (Tue)	11th Sep 2019 (Wed)	12th Sep 2019 (Thu)	13th Sep 2019 (Fri)	14th Sep 2019 (Sat)
Duty Meals	0	13	13	13	14	15	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	14.04	14.04	14.04	15.12	16.20	0.00
FSM	0	42	47	47	50	53	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	45.36	50.76	50.76	54.00	57.24	0.00
	15th Sep 2019 (Sun)	16th Sep 2019 (Mon)	17th Sep 2019 (Tue)	18th Sep 2019 (Wed)	19th Sep 2019 (Thu)	20th Sep 2019 (Fri)	21st Sep 2019 (Sat)
Duty Meals	0	13	14	16	14	13	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	14.04	15.12	17.28	15.12	14.04	0.00
FSM	0	43	46	46	50	49	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	46.44	49.68	49.68	54.00	52.92	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	22nd Sep 2019 (Sun)	23rd Sep 2019 (Mon)	24th Sep 2019 (Tue)	25th Sep 2019 (Wed)	26th Sep 2019 (Thu)	27th Sep 2019 (Fri)	28th Sep 2019 (Sat)
Duty Meals	0	14	8	13	14	11	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	15.12	8.64	14.04	15.12	11.88	0.00
FSM	0	49	41	42	50	54	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	52.92	44.28	45.36	54.00	58.32	0.00
	29th Sep 2019 (Sun)	30th Sep 2019 (Mon)					
Duty Meals	0	16					
Unit Price	0.00	1.08					
Net Charge	0.00	17.28					
FSM	0	50					
Unit Price	0.00	1.08					
Net Charge	0.00	54.00					

Quantity Total	1087	
Net Total	1,173.96	
Duty Meals	Quantity	236
	Net Charge	254.88
FSM	Quantity	851
	Net Charge	919.08

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Date	Description	Qty	Unit Price	Net
2nd Sep 2019	break refreshments inset day	100	1.55	155.00
2nd Sep 2019	refreshments inset day	100	0.95	95.00
2nd Sep 2019	lunch inset day	100	2.20	220.00
3rd Sep 2019	breakfast for inset day	100	1.55	155.00
3rd Sep 2019	refreshments inset day	100	0.95	95.00
3rd Sep 2019	BBQ inset day	100	4.00	400.00
3rd Sep 2019	milk. finance office	1	1.45	1.45
4th Sep 2019	supervisors meals	6	1.08	6.48
6th Sep 2019	milk physics dept	1	1.45	1.45
6th Sep 2019	milk . Heather H, to charge exams dept	1	1.45	1.45
6th Sep 2019	milk jiggers. Heather H. Exams dept	1	5.50	5.50
6th Sep 2019	cups Heather H. exams dept	135	0.09	12.15
6th Sep 2019	staff room service . Graham Swindells	1	25.00	25.00
10th Sep 2019	milk, math department	1	1.45	1.45
11th Sep 2019	flapjack & drinks netball	14	1.10	15.40
11th Sep 2019	milk. finance office	1	1.45	1.45
12th Sep 2019	Lunch & drinks	12	2.25	27.00

Hospitality

School: Bishop Vesey's Grammar School

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13th Sep 2019	staff room service . Graham Swindells £25	1	25.00	25.00
13th Sep 2019	milk. finance office	1	1.45	1.45
16th Sep 2019	twilight training refreshments CAKES	100	0.45	45.00
16th Sep 2019	milk. it department	1	1.45	1.45
16th Sep 2019	MILK EXAMS OFFICE	1	1.45	1.45
18th Sep 2019	Hockey Teas, Mr Howell	32	1.15	36.80
18th Sep 2019	netball . cakes & drinks	48	1.15	55.20
19th Sep 2019	cakes for music	25	0.55	13.75
20th Sep 2019	staff room service . Graham Swindells	1	25.00	25.00
23rd Sep 2019	milk. finance office	1	1.45	1.45
23rd Sep 2019	milk. it department	1	1.45	1.45
23rd Sep 2019	milk stem block	1	1.45	1.45
24th Sep 2019	open evening cookies & water	300	1.00	300.00
24th Sep 2019	cups. for serving drinks . teachers reward	50	0.08	4.00
25th Sep 2019	Mr Howell. refreshments	32	1.10	35.20
25th Sep 2019	teacher training refreshments . Hannah	110	0.65	71.50
25th Sep 2019	cakes & cookies Lesley	140	0.55	77.00
26th Sep 2019	cookies for Mr Robson	31	0.45	13.95
26th Sep 2019	Mr Howell. refreshments hockey	16	1.10	17.60

Hospitality

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27th Sep 2019	Breakfast refreshments Sharon weblin	7	1.55	10.85
27th Sep 2019	milk. finance office	1	1.45	1.45
27th Sep 2019	staff room service . Graham Swindells	1	26.00	26.00
30th Sep 2019	GOVERNORS MEETING REFRESHMENTS	20	1.45	29.00
				2,014.78

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