

# Catering Account Monitoring

Bishop Vesey's Grammar School

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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 January 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 ten of trading, the net cost of catering is £10.5k favourable to budget, due to total sales being £20.7k over budget. Sundry expenses are also £1.8k 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 Ten**  
**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   |
|--|--------------------|--------------------|--------------------|---------------------|--------------------|-------------------|---------------------|------------------|---------------------|--------------------|
| <b>Sales :</b>                           |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Sales                                    | £102,581.52        | £170,680.07        | £169,462.61        | £191,017.43         | £188,937.01        | 91.75%            | £233,990.69         | 93.60%           | £219,355.32         | £14,635.37         |
| Adult Sales                              | £9.06              |                    |                    |                     | £580.94            | 0.63%             | £1,604.58           |                  |                     | £1,604.58          |
| Client Issues                            | £8,460.44          | £12,639.58         | £12,563.81         | £12,422.52          | £14,281.86         | 7.63%             | £19,447.26          | 6.40%            | £14,999.22          | £4,448.04          |
| <b>Total Sales</b>                       | <b>£111,051.02</b> | <b>£183,319.65</b> | <b>£182,026.42</b> | <b>£203,439.95</b>  | <b>£203,799.81</b> | <b>100.00%</b>    | <b>£255,042.53</b>  | <b>100.00%</b>   | <b>£234,354.54</b>  | <b>£20,687.99</b>  |
| <b>Less Consumption :</b>                |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Opening Stock                            | £16,489.92         |                    |                    |                     | £43,993.00         | 24.02%            | £61,267.32          |                  |                     | £61,267.32         |
| Cost of Sales                            | £60,097.05         | £98,565.63         | £86,509.15         | £94,535.97          | £107,158.32        | 49.24%            | £125,592.17         | 48.56%           | £113,802.54         | £11,789.63         |
| Less Closing Stock                       | -£16,489.92        |                    |                    |                     | -£46,714.66        | -24.51%           | -£62,519.82         |                  |                     | -£62,519.82        |
| <b>Total Consumption</b>                 | <b>£60,097.05</b>  | <b>£98,565.63</b>  | <b>£86,509.15</b>  | <b>£94,535.97</b>   | <b>£104,436.66</b> | <b>48.75%</b>     | <b>£124,339.67</b>  | <b>48.56%</b>    | <b>£113,802.54</b>  | <b>£10,537.13</b>  |
| <b>Gross Profit :</b>                    |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| <b>Total Gross Profit</b>                | <b>£50,953.97</b>  | <b>£84,754.02</b>  | <b>£95,517.27</b>  | <b>£108,903.98</b>  | <b>£99,363.15</b>  | <b>51.25%</b>     | <b>£130,702.86</b>  | <b>51.44%</b>    | <b>£120,552.00</b>  | <b>£10,150.86</b>  |
| <b>Gross Profit %</b>                    | <b>45.88%</b>      | <b>46.23%</b>      | <b>52.47%</b>      | <b>53.53%</b>       | <b>48.76%</b>      |                   | <b>51.25%</b>       |                  | <b>51.44%</b>       | <b>-0.19%</b>      |
| <b>Less Labour:</b>                      |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Basic Pay                                | £35,756.03         | £74,916.70         | £76,132.30         | £82,755.32          | £78,079.84         | 36.11%            | £92,105.33          | 40.60%           | £95,138.98          | -£3,033.65         |
| Employers' NI                            | £1,012.66          |                    |                    |                     | £5,815.42          | 1.32%             | £3,359.89           |                  |                     | £3,359.89          |
| Employers Pens                           | £248.99            |                    |                    |                     | £605.76            | 0.28%             | £711.12             |                  |                     | £711.12            |
| NEST Pens                                | £21.77             |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| PAYE                                     |                    |                    |                    |                     | £3,289.20          |                   |                     |                  |                     |                    |
| Overtime                                 | £1,696.75          |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Apprenticeship Levy                      |                    |                    |                    |                     | £392.64            | 0.18%             | £455.21             |                  |                     | £455.21            |
| Other Deductions                         |                    |                    |                    |                     | £294.74            | -0.02%            | -£44.60             |                  |                     | -£44.60            |
| Sick Pay                                 | £110.33            |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| DBS Check                                | £520.00            |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| <b>Total Labour Costs</b>                | <b>£39,366.53</b>  | <b>£74,916.70</b>  | <b>£76,132.30</b>  | <b>£82,755.32</b>   | <b>£88,477.60</b>  | <b>37.87%</b>     | <b>£96,586.95</b>   | <b>40.60%</b>    | <b>£95,138.98</b>   | <b>£1,447.97</b>   |
| <b>Less Expenses:</b>                    |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Disposables                              | £650.15            | £4,015.65          | £1,355.25          | £5,019.23           | £2,079.19          | 0.77%             | £1,957.42           | 2.32%            | £5,429.20           | -£3,471.78         |
| Cleaning Materials                       | £4.80              | £2,398.24          | £1,313.24          | £1,607.64           | £1,375.72          | 0.36%             | £921.54             |                  |                     | £921.54            |
| IT Equipment & Recharge                  | £44.00             | £100.00            |                    |                     |                    |                   |                     |                  |                     |                    |
| Uniforms & Laundry                       | £1,636.78          | £1,458.32          | £1,000.00          | £250.00             | £1,871.03          | 0.21%             | £543.84             |                  |                     | £543.84            |
| Marketing Expenses                       | £138.79            | £1,125.00          | £1,375.00          | £750.00             | £15.54             | 0.01%             | £28.33              |                  |                     | £28.33             |
| Equipment Purchases                      | £1,313.68          | £1,500.00          |                    |                     | £804.14            | 0.06%             | £140.76             |                  |                     | £140.76            |
| Equipment Hire                           | £76.55             | £120.00            | £1,200.00          | £1,200.00           |                    | 0.01%             | £28.96              |                  |                     | £28.96             |
| Deep Clean                               | £25.00             | £500.00            | £1,500.00          | £1,350.00           |                    |                   |                     |                  |                     |                    |
| Bank / Credit Card Charges               | £702.07            |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Cash Collection                          | £224.31            | £1,480.00          | £2,500.00          | £2,500.00           |                    |                   |                     |                  |                     |                    |
| Subcontracted Deep Clean Costs           | £200.00            |                    |                    |                     | £1,249.00          |                   |                     |                  |                     |                    |
| Sundry Expenses                          | £0.50              | £113.00            | £1,008.90          | £872.09             | -£11.37            |                   |                     |                  |                     |                    |
| Telephone                                | £348.72            |                    |                    |                     | £64.83             |                   |                     |                  |                     |                    |
| Subcontracted Refuse                     | £503.44            |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Stationary & Postage                     | £385.20            | £392.30            | £1,287.67          | £876.70             | £29.95             | 0.06%             | £152.24             |                  |                     | £152.24            |
| Training                                 | £158.70            | £577.16            |                    |                     |                    |                   |                     |                  |                     |                    |
| Depreciation                             | £500.00            | £5,000.00          | £5,000.00          | £5,000.00           | £10,082.97         | 3.95%             | £10,083.30          | 4.30%            | £10,080.33          | £2.97              |
| Staff Advertising & Recruitment          | £11.70             | £31.50             |                    |                     |                    |                   |                     |                  |                     |                    |
| CRB                                      |                    |                    | £380.00            |                     |                    |                   |                     |                  |                     |                    |
| Stock Movement                           |                    |                    |                    | £360.81             | -£518.25           | -0.07%            | -£184.20            |                  |                     | -£184.20           |
| Management Fee                           | £3,948.32          | £13,331.98         | £13,247.66         | £12,500.00          | £5,000.00          | 1.96%             | £5,000.00           | 2.13%            | £5,000.00           |                    |
| <b>Total Expenses</b>                    | <b>£10,872.71</b>  | <b>£32,143.15</b>  | <b>£31,167.72</b>  | <b>£32,286.47</b>   | <b>£22,042.75</b>  | <b>7.32%</b>      | <b>£18,672.19</b>   | <b>8.75%</b>     | <b>£20,509.53</b>   | <b>-£1,837.34</b>  |
| <b>Total Overheads</b>                   | <b>£50,239.24</b>  | <b>£107,059.85</b> | <b>£107,300.02</b> | <b>£115,041.79</b>  | <b>£110,520.35</b> | <b>45.19%</b>     | <b>£115,259.14</b>  | <b>49.35%</b>    | <b>£115,648.51</b>  | <b>-£389.37</b>    |
| <b>Less Gross Profit</b>                 | <b>-£50,953.97</b> | <b>-£84,754.02</b> | <b>-£95,517.27</b> | <b>-£108,903.98</b> | <b>-£99,363.15</b> | <b>-51.25%</b>    | <b>-£130,702.86</b> | <b>-51.44%</b>   | <b>-£120,552.00</b> | <b>-£10,150.86</b> |
| <b>NET COST OF CATERING</b>              | <b>-£714.73</b>    | <b>£22,305.83</b>  | <b>£11,782.75</b>  | <b>£6,137.81</b>    | <b>£11,157.20</b>  | <b>-6.06%</b>     | <b>-£15,443.72</b>  | <b>-2.09%</b>    | <b>-£4,903.49</b>   | <b>-£10,540.23</b> |
| <b>Plus Adjustment:</b>                  |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Balancing Subsidy                        | -£2,199.19         | -£16,762.90        | -£10,987.75        | -£6,137.81          | -£16,336.99        | 2.97%             | £7,581.48           | -1.26%           | -£2,958.21          | £10,539.69         |
| <b>Total Adjustments</b>                 | <b>-£2,199.19</b>  | <b>-£16,762.90</b> | <b>-£10,987.75</b> | <b>-£6,137.81</b>   | <b>-£16,336.99</b> | <b>2.97%</b>      | <b>£7,581.48</b>    | <b>-1.26%</b>    | <b>-£2,958.21</b>   | <b>£10,539.69</b>  |
| <b>Total Fixed Invoiced Cost</b>         | <b>-£2,913.92</b>  | <b>£5,542.93</b>   | <b>£795.00</b>     |                     | <b>-£5,179.79</b>  | <b>-3.08%</b>     | <b>-£7,862.24</b>   | <b>-3.35%</b>    | <b>-£7,861.70</b>   | <b>-£0.54</b>      |
| <b>Plus Client Issues:</b>               |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Client Issues Recharged                  | £8,460.44          | £12,640.30         | £12,619.65         | £12,487.81          | £14,281.87         | 7.63%             | £19,447.26          |                  |                     |                    |
| <b>Total Client Issues</b>               | <b>£8,460.44</b>   | <b>£12,640.30</b>  | <b>£12,619.65</b>  | <b>£12,487.81</b>   | <b>£14,281.87</b>  | <b>7.63%</b>      | <b>£19,447.26</b>   |                  |                     |                    |
| <b>Total Invoiced Cost Pre Vat</b>       | <b>£5,546.52</b>   | <b>£18,183.23</b>  | <b>£13,414.65</b>  | <b>£12,487.81</b>   | <b>£9,102.08</b>   | <b>4.54%</b>      | <b>£11,585.02</b>   |                  |                     |                    |
| <b>Plus VAT:</b>                         |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Input VAT                                | £6,495.13          | £7,476.80          | £4,723.92          | £8,755.55           | £7,403.26          | 2.67%             | £6,821.58           |                  |                     |                    |
| Output VAT                               | -£319.91           | -£107.59           | £1,361.62          | -£333.60            | -£46.61            |                   |                     |                  |                     |                    |
| <b>Total VAT</b>                         | <b>£6,175.22</b>   | <b>£7,369.21</b>   | <b>£6,085.54</b>   | <b>£8,421.95</b>    | <b>£7,356.65</b>   | <b>2.67%</b>      | <b>£6,821.58</b>    |                  |                     |                    |
| <b>Total Invoiced Cost Plus VAT</b>      | <b>£11,721.74</b>  | <b>£25,552.44</b>  | <b>£19,500.19</b>  | <b>£20,909.76</b>   | <b>£16,458.73</b>  | <b>7.22%</b>      | <b>£18,406.60</b>   |                  |                     |                    |
| <b>Plus Additional Invoices/Credits:</b> |                    |                    |                    |                     |                    |                   |                     |                  |                     |                    |
| Net Invoice Value                        |                    | -£1,334.55         |                    |                     |                    | -0.07%            | -£167.50            |                  |                     |                    |
| VAT Charged                              |                    | -£79.17            |                    |                     |                    | -0.00%            | -£5.50              |                  |                     |                    |
| <b>Total Additional Invoice/Credit</b>   |                    | <b>-£1,413.72</b>  |                    |                     |                    | <b>-0.07%</b>     | <b>-£173.00</b>     |                  |                     |                    |

section three

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

**Bishop Vesey's Grammar School**  
**Monthly Monitoring Analysis - Month Ten**

| Month of :                               | Jan-14             | Jan-15             | Jan-16            | Jan-17             | Jan-18             | Jan-19            |                    |                  |                    |                   |
|--|--------------------|--------------------|-------------------|--------------------|--------------------|-------------------|--------------------|------------------|--------------------|-------------------|
| Budget Heading                           | Actual             | Actual             | Actual            | Actual             | Actual             | % of Actual Sales | Actual             | % of Bdgtd Sales | Budget             | Variance          |
| <b>Sales :</b>                           |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Sales                                    | £22,330.04         | £24,896.00         | £16,424.00        | £23,218.00         | £27,283.68         | 93.69%            | £31,112.98         | 95.91%           | £29,119.60         | £1,993.38         |
| Adult Sales                              |                    |                    |                   |                    | £80.96             | 0.75%             | £247.64            |                  |                    | £247.64           |
| Client Issues                            | £2,051.70          | £1,413.00          | £1,076.81         | £1,038.46          | £1,242.50          | 5.56%             | £1,847.07          | 4.09%            | £1,242.50          | £604.57           |
| <b>Total Sales</b>                       | <b>£24,381.74</b>  | <b>£26,309.00</b>  | <b>£17,500.81</b> | <b>£24,256.46</b>  | <b>£28,607.14</b>  | <b>100.00%</b>    | <b>£33,207.69</b>  | <b>100.00%</b>   | <b>£30,362.10</b>  | <b>£2,845.59</b>  |
| <b>Less Consumption :</b>                |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Opening Stock                            |                    |                    |                   |                    | £4,475.64          | 19.16%            | £6,362.55          |                  |                    | £6,362.55         |
| Cost of Sales                            | £12,531.30         | £14,557.00         | £10,551.00        | £13,461.00         | £14,938.92         | 53.26%            | £17,686.17         | 48.56%           | £14,743.83         | £2,942.34         |
| Less Closing Stock                       |                    |                    |                   |                    | -£6,492.41         | -22.40%           | -£7,439.62         |                  |                    | -£7,439.62        |
| <b>Total Consumption</b>                 | <b>£12,531.30</b>  | <b>£14,557.00</b>  | <b>£10,551.00</b> | <b>£13,461.00</b>  | <b>£12,922.15</b>  | <b>50.02%</b>     | <b>£16,609.10</b>  | <b>48.56%</b>    | <b>£14,743.83</b>  | <b>£1,865.27</b>  |
| <b>Gross Profit :</b>                    |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| <b>Total Gross Profit</b>                | <b>£11,850.44</b>  | <b>£11,752.00</b>  | <b>£6,949.81</b>  | <b>£10,795.46</b>  | <b>£15,684.99</b>  | <b>49.98%</b>     | <b>£16,598.59</b>  | <b>51.44%</b>    | <b>£15,618.27</b>  | <b>£980.32</b>    |
| <b>Gross Profit %</b>                    | <b>48.60%</b>      | <b>44.67%</b>      | <b>39.71%</b>     | <b>44.51%</b>      | <b>54.83%</b>      |                   | <b>49.98%</b>      |                  | <b>51.44%</b>      | <b>-1.46%</b>     |
| <b>Less Labour:</b>                      |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Basic Pay                                | £7,505.66          | £7,679.00          | £7,577.61         | £8,354.00          | £8,090.37          | 27.93%            | £9,274.22          | 31.33%           | £9,513.83          | -£239.61          |
| Employers' NI                            |                    |                    |                   |                    | £567.20            | 0.96%             | £319.43            |                  |                    | £319.43           |
| Employers Pens                           |                    |                    |                   |                    | £57.35             | 0.21%             | £68.77             |                  |                    | £68.77            |
| NEST Pens                                |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| PAYE                                     |                    |                    |                   |                    | £319.40            |                   |                    |                  |                    |                   |
| Overtime                                 |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Apprenticeship Levy                      |                    |                    |                   |                    | £43.57             | 0.14%             | £46.37             |                  |                    | £46.37            |
| Other Deductions                         |                    |                    |                   |                    | -£231.26           |                   |                    |                  |                    |                   |
| Sick Pay                                 |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| DBS Check                                |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| <b>Total Labour Costs</b>                | <b>£7,505.66</b>   | <b>£7,679.00</b>   | <b>£7,577.61</b>  | <b>£8,354.00</b>   | <b>£8,846.63</b>   | <b>29.24%</b>     | <b>£9,708.79</b>   | <b>31.33%</b>    | <b>£9,513.83</b>   | <b>£194.96</b>    |
| <b>Less Expenses:</b>                    |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Disposables                              | £650.15            | £490.00            | £259.00           | £989.54            | £169.47            | 0.52%             | £172.82            | 1.79%            | £542.92            | -£370.10          |
| Cleaning Materials                       | -£521.95           | £141.00            | £74.00            | £222.70            | £193.67            | 0.60%             | £199.66            |                  |                    | £199.66           |
| IT Equipment & Recharge                  |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Uniforms & Laundry                       | £83.33             | £125.00            | £250.00           | £250.00            | £3.99              |                   |                    |                  |                    |                   |
| Marketing Expenses                       | £125.00            |                    | £250.00           | £250.00            |                    |                   |                    |                  |                    |                   |
| Equipment Purchases                      | £100.00            |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Equipment Hire                           | £31.50             | £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           | £40.09             |                    |                   |                    |                  |                    |                   |
| Telephone                                |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Subcontracted Refuse                     |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Stationary & Postage                     | £41.66             | £121.00            | £87.67            | £87.67             |                    | 0.15%             | £49.98             |                  |                    | £49.98            |
| Training                                 |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Depreciation                             | £500.00            | £500.00            | £500.00           | £500.00            | £1,008.33          | 3.04%             | £1,008.33          | 3.32%            | £1,008.00          | £0.33             |
| Staff Advertising & Recruitment          |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| CRB                                      |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Stock Movement                           |                    |                    |                   |                    | £40.78             | -0.59%            | -£195.21           |                  |                    | -£195.21          |
| Management Fee                           | -£1,333.33         | £1,333.00          | £1,250.00         | £1,250.00          | £500.00            | 1.51%             | £500.00            | 1.65%            | £500.00            |                   |
| <b>Total Expenses</b>                    | <b>-£62.14</b>     | <b>£3,193.00</b>   | <b>£3,144.67</b>  | <b>£3,960.00</b>   | <b>£1,916.24</b>   | <b>5.23%</b>      | <b>£1,735.58</b>   | <b>6.75%</b>     | <b>£2,050.92</b>   | <b>-£315.34</b>   |
| <b>Total Overheads</b>                   | <b>£7,443.52</b>   | <b>£10,872.00</b>  | <b>£10,722.28</b> | <b>£12,314.00</b>  | <b>£10,762.87</b>  | <b>34.46%</b>     | <b>£11,444.37</b>  | <b>38.09%</b>    | <b>£11,564.75</b>  | <b>-£120.38</b>   |
| <b>Less Gross Profit</b>                 | <b>-£11,850.44</b> | <b>-£11,752.00</b> | <b>-£6,949.81</b> | <b>-£10,795.46</b> | <b>-£15,684.99</b> | <b>-49.98%</b>    | <b>-£16,598.59</b> | <b>-51.44%</b>   | <b>-£15,618.27</b> | <b>-£980.32</b>   |
| <b>NET COST OF CATERING</b>              | <b>-£4,406.92</b>  | <b>-£880.00</b>    | <b>£3,772.47</b>  | <b>£1,518.54</b>   | <b>-£4,922.12</b>  | <b>-15.52%</b>    | <b>-£5,154.22</b>  | <b>-13.35%</b>   | <b>-£4,053.52</b>  | <b>-£1,100.70</b> |
| <b>Plus Adjustment:</b>                  |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Balancing Subsidy                        | £5,012.99          | £968.30            | -£3,772.47        | -£1,518.54         | £4,422.12          | 13.15%            | £4,368.04          | 10.76%           | £3,267.35          | £1,100.69         |
| <b>Total Adjustments</b>                 | <b>£5,012.99</b>   | <b>£968.30</b>     | <b>-£3,772.47</b> | <b>-£1,518.54</b>  | <b>£4,422.12</b>   | <b>13.15%</b>     | <b>£4,368.04</b>   | <b>10.76%</b>    | <b>£3,267.35</b>   | <b>£1,100.69</b>  |
| <b>Total Fixed Invoiced Cost</b>         | <b>£606.07</b>     | <b>£88.30</b>      |                   |                    | <b>-£500.00</b>    | <b>-2.37%</b>     | <b>-£786.18</b>    | <b>-2.59%</b>    | <b>-£786.17</b>    | <b>-£0.01</b>     |
| <b>Plus Client Issues:</b>               |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Client Issues Recharged                  | £2,051.70          | £1,412.55          | £1,076.81         | £1,038.46          | £1,242.50          | 5.56%             | £1,847.07          |                  |                    |                   |
| <b>Total Client Issues</b>               | <b>£2,051.70</b>   | <b>£1,412.55</b>   | <b>£1,076.81</b>  | <b>£1,038.46</b>   | <b>£1,242.50</b>   | <b>5.56%</b>      | <b>£1,847.07</b>   |                  |                    |                   |
| <b>Total Invoiced Cost Pre Vat</b>       | <b>£2,657.77</b>   | <b>£1,500.85</b>   | <b>£1,076.81</b>  | <b>£1,038.46</b>   | <b>£742.50</b>     | <b>3.19%</b>      | <b>£1,060.89</b>   |                  |                    |                   |
| <b>Plus VAT:</b>                         |                    |                    |                   |                    |                    |                   |                    |                  |                    |                   |
| Input VAT                                | £1,676.75          | £1,033.53          | £808.88           | £1,117.81          | £830.32            | 2.64%             | £876.32            |                  |                    |                   |
| Output VAT                               |                    | -£18.81            |                   | -£11.18            |                    |                   |                    |                  |                    |                   |
| <b>Total VAT</b>                         | <b>£1,676.75</b>   | <b>£1,014.72</b>   | <b>£808.88</b>    | <b>£1,106.63</b>   | <b>£830.32</b>     | <b>2.64%</b>      | <b>£876.32</b>     |                  |                    |                   |
| <b>Total Invoiced Cost Plus VAT</b>      | <b>£4,334.52</b>   | <b>£2,515.57</b>   | <b>£1,885.69</b>  | <b>£2,145.09</b>   | <b>£1,572.82</b>   | <b>5.83%</b>      | <b>£1,937.21</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         | 46.49%  | 0.00%   | 49.25%  | 31.91%              |

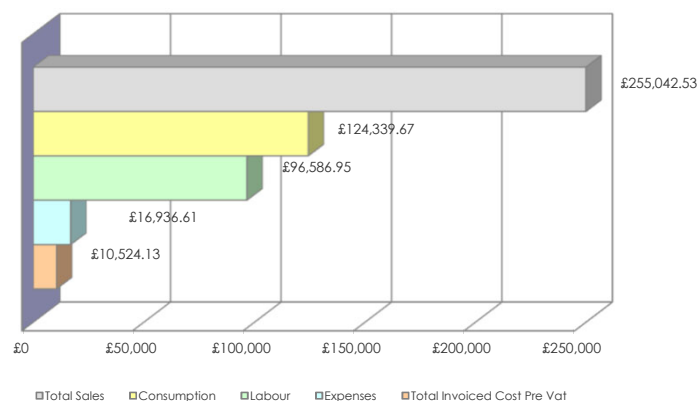
| Gross Profit Tracker | Month 7 | Month 8 | Month 9 | 3rd Quarter Average |
|----------------------|---------|---------|---------|---------------------|
| Gross Profit         | 51.57%  | 51.84%  | 48.25%  | 50.56%              |

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

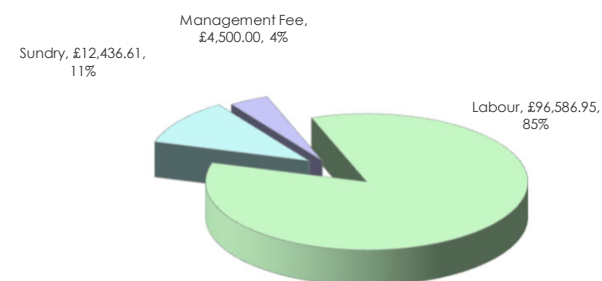
### Monthly Performance Summary

|                      | 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    |          |          | <b>£255,042.53</b> |
| Consumption          | 43.20%     | 48.44%     | 43.95%     | 53.51%    | 0.00%      | 50.75%     | 48.43%     | 48.16%     | 51.75%     | 50.02%     |          |          | <b>48.75%</b>      |
| Gross Profit         | 56.80%     | 51.56%     | 56.05%     | 46.49%    | 0.00%      | 49.25%     | 51.57%     | 51.84%     | 48.25%     | 49.98%     |          |          | <b>51.25%</b>      |
| Labour               | 52.04%     | 39.46%     | 36.09%     | 52.06%    | 0.00%      | 29.50%     | 26.02%     | 27.12%     | 36.67%     | 29.24%     |          |          | <b>37.87%</b>      |
| Sundries             | 6.32%      | 5.33%      | 5.27%      | 7.44%     | 0.00%      | 5.28%      | 4.15%      | 4.44%      | 4.83%      | 3.72%      |          |          | <b>5.36%</b>       |
| Management Fee       | 2.66%      | 2.04%      | 1.94%      | 2.89%     | 0.00%      | 1.49%      | 1.29%      | 1.39%      | 1.85%      | 1.51%      |          |          | <b>2.03%</b>       |
| 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 |          |          | <b>-£15,443.72</b> |
| 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 |          |          | <b>-£10,540.23</b> |

### 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-6937

Invoice Date: 31st Jan 2019

| Description                         | Net         | Vat     | Gross     |
|-------------------------------------|-------------|---------|-----------|
| Services Provided :                 | £1,060.89   | £876.32 | £1,937.21 |
| <hr/>                               |             |         |           |
| Your Output VAT on Sales @20% of    | £-247.64    | is      | £-49.53   |
| Your Output VAT on Sales @0% of     | £-31,112.98 | is      | £0.00     |
| Your Input VAT on Purchases @20% of | £3,120.90   | is      | £624.18   |
| Your Input VAT on Purchases @0% of  | £18,083.49  | is      | £0.00     |
| Your Input VAT on Labour @20% of    | £0.00       | is      | £0.00     |
| Your Input VAT on Labour @0% of     | £9,708.79   | 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                               | £1,060.89   |         | £876.32   |

Net Total: £1,060.89  
Vat Total: £876.32  
Net Total: £1,937.21

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 Jan 2019 - 31st Jan 2019



| Description                | Net                  |
|----------------------------|----------------------|
| Cash Sales                 |                      |
| Catering Cashless Students | 31,112.98            |
| Catering Cashless Adults   | 247.64               |
| Subtotal Cash Sales        | 31,360.62            |
| Credit Sales               |                      |
| Duty Meals                 | 306.72               |
| FSM                        | 880.20               |
| Hospitality                | 660.15               |
| Subtotal Credit Sales      | 1,847.07             |
| Total Sales                | 33,207.69            |
| Cost of Sales              |                      |
| Opening Stock              | 6362.55 (21/12/2018) |
| Purchases                  | 17,686.17            |
| Closing Stock              | 7439.62 (31/01/2019) |
| Consumption                | 16,609.10            |
| Gross Profit               | 16,598.59            |
| GP%                        | 49.98%               |
| Labour                     |                      |
| Labour                     | 9,708.79             |
| Total Labour               | 9,708.79             |
| Sundries                   |                      |
| Opening Stock              | 452.18 (21/12/2018)  |
| Purchases                  | 422.46               |
| Closing Stock              | 647.39 (31/01/2019)  |
| Total Sundries             | 227.25               |
| Extra Costs                |                      |
| Management Fee             | 500.00               |
| Depreciation               | 1,008.33             |
| Total Extra Charges        | 1,508.33             |
| Net Operating Cost         | -5,154.22            |
| Invoice Reconciliation     |                      |

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                      |           |
|----------------------|-----------|
| Net Cost of Catering | -5,154.22 |
| Cost Adjustment      | 4,368.04  |
| Credit Sales         | 1,847.07  |
| Invoice Value (GBP)  | 1,060.89  |



## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



| Type                | Date          | Supplier       | Reference     | Net    | VAT   | Gross  |
|---------------------|---------------|----------------|---------------|--------|-------|--------|
| Cleaning Materials  |               |                |               |        |       |        |
| Purchases - Invoice | 8th Jan 2019  | Bunzl Catering | 02202557 (OE) | 80.06  | 0.00  | 80.06  |
| Purchases - Invoice | 23rd Jan 2019 | Bunzl Catering | 02206364      | 51.86  | 10.37 | 62.23  |
| Purchases - Invoice | 25th Jan 2019 | Bunzl Catering | 02206364 (OE) | 51.86  | 0.00  | 51.86  |
| Purchases - Invoice | 30th Jan 2019 | Bidfood        | 85030197      | 15.88  | 10.00 | 25.88  |
|                     |               |                |               | 199.66 | 20.37 | 220.03 |

|                           |               |                              |          |        |        |        |
|---------------------------|---------------|------------------------------|----------|--------|--------|--------|
| Food Purchases            |               |                              |          |        |        |        |
| Purchases - Cash Purchase | 7th Jan 2018  | Bishop Veseys grammar school | BJO/SMF  | 18.00  | 0.00   | 18     |
| Purchases - Invoice       | 11th Jan 2018 | Worcester Produce            | 372785   | 32.60  | 0.00   | 32.6   |
| Purchases - Invoice       | 1st May 2018  | Worcester Produce            | 328417   | 15.60  | 0.00   | 15.6   |
| Purchases - Invoice       | 4th Jan 2019  | Worcester Produce            | 371637   | 124.99 | 0.00   | 124.99 |
| Purchases - Invoice       | 4th Jan 2019  | Worcester Produce            | 371636   | 32.60  | 0.00   | 32.6   |
| Purchases - Invoice       | 7th Jan 2019  | Bidfood                      | 84668166 | 223.03 | 0.00   | 223.03 |
| Purchases - Invoice       | 7th Jan 2019  | Bradshaws Butchers           | 110270   | 210.93 | 0.00   | 210.93 |
| Purchases - Invoice       | 7th Jan 2019  | Chapple & Jenkins Ltd        | 317693   | 608.80 | 104.48 | 713.28 |
| Purchases - Invoice       | 7th Jan 2019  | Saporous Foods Limited       | 5006     | 300.99 | 0.00   | 300.99 |



## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                           |               |                             |                   |        |       |        |
|---------------------------|---------------|-----------------------------|-------------------|--------|-------|--------|
| Purchases - Cash Purchase | 7th Jan 2019  | tesco                       | 4304              | 188.01 | 0.00  | 188.01 |
| Purchases - Invoice       | 7th Jan 2019  | Tugo Food Systems Ltd       | 226445            | 199.28 | 0.00  | 199.28 |
| Purchases - Invoice       | 8th Jan 2019  | Bunzl Catering              | 02202555 (OE)     | 520.90 | 0.00  | 520.90 |
| Purchases - Invoice       | 8th Jan 2019  | Magenta (UK) Ltd            | 2155169           | 340.97 | 68.19 | 409.16 |
| Purchases - Invoice       | 8th Jan 2019  | Saporous Foods Limited      | 5015              | 198.66 | 0.00  | 198.66 |
| Purchases - Invoice       | 8th Jan 2019  | Spice Time (Safy Impex Ltd) | ASPENS28-080119-1 | 289.00 | 0.00  | 289    |
| Purchases - Invoice       | 8th Jan 2019  | Worcester Produce           | 372326            | 89.12  | 0.00  | 89.12  |
| Purchases - Invoice       | 8th Jan 2019  | Worcester Produce           | 372324            | 32.60  | 0.00  | 32.6   |
| Purchases - Invoice       | 9th Jan 2019  | Bidfood                     | 84708087          | 656.07 | 13.71 | 669.78 |
| Purchases - Invoice       | 9th Jan 2019  | Saporous Foods Limited      | 5023              | 175.71 | 0.00  | 175.71 |
| Purchases - Invoice       | 10th Jan 2019 | Chapple & Jenkins Ltd       | 318629            | 145.17 | 29.03 | 174.2  |
| Purchases - Invoice       | 10th Jan 2019 | Saporous Foods Limited      | 5028              | 195.04 | 0.00  | 195.04 |
| Purchases - Invoice       | 10th Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-100119-1 | 194.00 | 0.00  | 194    |
| Purchases - Invoice       | 10th Jan 2019 | Theos Food Company          | 120887            | 217.09 | 0.00  | 217.09 |
| Purchases - Invoice       | 11th Jan 2019 | Bidfood                     | 84747795          | 491.05 | 13.73 | 504.78 |
| Purchases - Invoice       | 11th Jan 2019 | Saporous Foods Limited      | 5039              | 244.29 | 0.00  | 244.29 |
| Purchases - Invoice       | 11th Jan 2019 | Worcester Produce           | 372786            | 31.79  | 0.00  | 31.79  |
| Purchases - Invoice       | 14th Jan 2019 | Bidfood                     | 84773766          | 375.18 | 0.00  | 375.18 |
| Purchases - Invoice       | 14th Jan 2019 | Bradshaws Butchers          | 110303            | 189.94 | 0.00  | 189.94 |

## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                           |               |                             |                   |        |       |        |
|---------------------------|---------------|-----------------------------|-------------------|--------|-------|--------|
| Purchases - Invoice       | 14th Jan 2019 | Saporous Foods Limited      | 5066              | 279.89 | 0.00  | 279.89 |
| Purchases - Invoice       | 14th Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-140119-1 | 165.75 | 0.00  | 165.75 |
| Purchases - Invoice       | 15th Jan 2019 | Saporous Foods Limited      | 5075              | 198.66 | 0.00  | 198.66 |
| Purchases - Invoice       | 15th Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-150119-1 | 278.00 | 0.00  | 278    |
| Purchases - Cash Purchase | 15th Jan 2019 | tesco                       | 424817323         | 77.24  | 0.00  | 77.24  |
| Purchases - Invoice       | 15th Jan 2019 | Worcester Produce           | 373596            | 32.60  | 0.00  | 32.6   |
| Purchases - Invoice       | 15th Jan 2019 | Worcester Produce           | 373598            | 143.87 | 0.00  | 143.87 |
| Purchases - Invoice       | 16th Jan 2019 | Bidfood                     | 84813006          | 693.40 | 17.53 | 710.93 |
| Purchases - Invoice       | 16th Jan 2019 | Saporous Foods Limited      | 5087              | 158.43 | 0.00  | 158.43 |
| Purchases - Invoice       | 17th Jan 2019 | Chapple & Jenkins Ltd       | 320205            | 383.34 | 73.21 | 456.55 |
| Purchases - Invoice       | 17th Jan 2019 | Chapple & Jenkins Ltd       | 320205            | 0.00   | 0.00  | 0      |
| Purchases - Invoice       | 17th Jan 2019 | Saporous Foods Limited      | 5096              | 216.14 | 0.00  | 216.14 |
| Purchases - Invoice       | 17th Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-170119-1 | 199.00 | 0.00  | 199    |
| Purchases - Invoice       | 17th Jan 2019 | Theos Food Company          | 121562            | 276.39 | 0.00  | 276.39 |
| Purchases - Invoice       | 18th Jan 2019 | Bidfood                     | 84857220          | 589.88 | 23.18 | 613.06 |
| Purchases - Invoice       | 18th Jan 2019 | Saporous Foods Limited      | 5103              | 164.55 | 0.00  | 164.55 |
| Purchases - Credit Note   | 18th Jan 2019 | Theos Food Company          | 121791            | -51.00 | -0.00 | -51    |
| Purchases - Invoice       | 18th Jan 2019 | Worcester Produce           | 374123            | 51.84  | 0.00  | 51.84  |
| Purchases - Invoice       | 18th Jan 2019 | Worcester Produce           | 374121            | 32.60  | 0.00  | 32.6   |

## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                           |               |                             |                   |        |       |        |
|---------------------------|---------------|-----------------------------|-------------------|--------|-------|--------|
| Purchases - Credit Note   | 20th Jan 2019 | Worcester Produce           | 283501            | -11.20 | -0.00 | -11.2  |
| Purchases - Invoice       | 21st Jan 2019 | Bidfood                     | 84881417          | 165.17 | 0.00  | 165.17 |
| Purchases - Invoice       | 21st Jan 2019 | Saporous Foods Limited      | 5126              | 266.27 | 0.00  | 266.27 |
| Purchases - Invoice       | 21st Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-210119-1 | 255.10 | 0.00  | 255.1  |
| Purchases - Cash Purchase | 21st Jan 2019 | tesco                       | 9178              | 153.48 | 0.00  | 153.48 |
| Purchases - Credit Note   | 22nd Jan 2019 | Bidfood                     | 99807488          | -13.51 | -0.00 | -13.51 |
| Purchases - Invoice       | 22nd Jan 2019 | Bradshaws Butchers          | 106059            | 139.10 | 0.00  | 139.1  |
| Purchases - Invoice       | 22nd Jan 2019 | Saporous Foods Limited      | 5135              | 166.16 | 0.00  | 166.16 |
| Purchases - Invoice       | 22nd Jan 2019 | Worcester Produce           | 374892            | 32.60  | 0.00  | 32.6   |
| Purchases - Invoice       | 22nd Jan 2019 | Worcester Produce           | 374893            | 116.48 | 0.00  | 116.48 |
| Purchases - Invoice       | 23rd Jan 2019 | Bidfood                     | 84920801          | 744.83 | 13.71 | 758.54 |
| Purchases - Invoice       | 23rd Jan 2019 | Bunzl Catering              | 02206362          | 338.48 | 67.70 | 406.18 |
| Purchases - Invoice       | 23rd Jan 2019 | Saporous Foods Limited      | 5142              | 270.61 | 0.00  | 270.61 |
| Purchases - Invoice       | 23rd Jan 2019 | Tugo Food Systems Ltd       | 228256            | 247.15 | 0.00  | 247.15 |
| Purchases - Invoice       | 24th Jan 2019 | Chapple & Jenkins Ltd       | 321788            | 163.43 | 32.69 | 196.12 |
| Purchases - Invoice       | 24th Jan 2019 | Saporous Foods Limited      | 5148              | 184.46 | 0.00  | 184.46 |
| Purchases - Invoice       | 24th Jan 2019 | Spice Time (Safy Impex Ltd) | ASPENS28-240119-1 | 514.85 | 0.00  | 514.85 |
| Purchases - Invoice       | 24th Jan 2019 | Theos Food Company          | 122226            | 366.91 | 5.74  | 372.65 |
| Purchases - Credit Note   | 24th Jan 2019 | Theos Food Company          | 122705            | -51.00 | -0.00 | -51    |

## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                     |               |                             |               |        |       |        |
|---------------------|---------------|-----------------------------|---------------|--------|-------|--------|
| Purchases - Invoice | 25th Jan 2019 | Bidfood                     | 84963995      | 584.22 | 0.00  | 584.22 |
| Purchases - Invoice | 25th Jan 2019 | Bunzl Catering              | 02206362 (OE) | 349.51 | 0.00  | 349.51 |
| Purchases - Invoice | 25th Jan 2019 | Saporous Foods Limited      | 5160          | 197.11 | 0.00  | 197.11 |
| Purchases - Invoice | 25th Jan 2019 | Worcester Produce           | 375515        | 32.60  | 0.00  | 32.6   |
| Purchases - Invoice | 25th Jan 2019 | Worcester Produce           | 375518        | 131.49 | 0.00  | 131.49 |
| Purchases - Invoice | 28th Jan 2019 | Bradshaws Butchers          | 106044        | 165.40 | 0.00  | 165.4  |
| Purchases - Invoice | 28th Jan 2019 | Magenta (UK) Ltd            | 2149718       | 116.41 | 23.28 | 139.69 |
| Purchases - Invoice | 28th Jan 2019 | Saporous Foods Limited      | 5177          | 244.67 | 0.00  | 244.67 |
| Purchases - Invoice | 28th Jan 2019 | Spice Time (Safy Impex Ltd) | 2801191       | 84.75  | 0.00  | 84.75  |
| Purchases - Invoice | 29th Jan 2019 | Saporous Foods Limited      | 5189          | 166.16 | 0.00  | 166.16 |
| Purchases - Invoice | 29th Jan 2019 | Spice Time (Safy Impex Ltd) | 290119-1      | 323.20 | 0.00  | 323.2  |
| Purchases - Invoice | 29th Jan 2019 | Worcester Produce           | 376315        | 32.60  | 0.00  | 32.6   |
| Purchases - Invoice | 29th Jan 2019 | Worcester Produce           | 37636         | 138.74 | 0.00  | 138.74 |
| Purchases - Invoice | 30th Jan 2019 | Bidfood                     | 85030197      | 862.36 | 14.91 | 877.27 |
| Purchases - Invoice | 30th Jan 2019 | Saporous Foods Limited      | 5198          | 235.92 | 0.00  | 235.92 |
| Purchases - Invoice | 30th Jan 2019 | Theos Food Company          | 122833        | 17.19  | 0.00  | 17.19  |
| Purchases - Invoice | 31st Jan 2019 | Chapple & Jenkins Ltd       | 23385         | 306.40 | 61.28 | 367.68 |
| Purchases - Invoice | 31st Jan 2019 | Saporous Foods Limited      | 5208          | 184.46 | 0.00  | 184.46 |
| Purchases - Invoice | 31st Jan 2019 | Spice Time (Safy Impex Ltd) | 310119-1      | 211.80 | 0.00  | 211.8  |

## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|                     |               |                    |        |           |        |           |
|---------------------|---------------|--------------------|--------|-----------|--------|-----------|
| Purchases - Invoice | 31st Jan 2019 | Theos Food Company | 122876 | 222.71    | 0.00   | 222.71    |
|                     |               |                    |        | 18,889.06 | 562.37 | 19,451.43 |

| Non Food Disposables |               |                |          |        |       |        |
|----------------------|---------------|----------------|----------|--------|-------|--------|
| Purchases - Invoice  | 7th Jan 2019  | Bidfood        | 84668166 | 13.62  | 2.72  | 16.34  |
| Purchases - Invoice  | 9th Jan 2019  | Bidfood        | 84708087 | 12.26  | 2.45  | 14.71  |
| Purchases - Invoice  | 16th Jan 2019 | Bidfood        | 84813006 | 80.24  | 16.05 | 96.29  |
| Purchases - Invoice  | 18th Jan 2019 | Bidfood        | 84857220 | 15.55  | 0.00  | 15.55  |
| Purchases - Invoice  | 23rd Jan 2019 | Bidfood        | 84920801 | 40.12  | 8.02  | 48.14  |
| Purchases - Invoice  | 23rd Jan 2019 | Bunzl Catering | 02206362 | 11.03  | 2.20  | 13.23  |
|                      |               |                |          | 172.82 | 31.44 | 204.26 |

| Stationery                |               |                    |         |       |       |       |
|---------------------------|---------------|--------------------|---------|-------|-------|-------|
| Purchases - Cash Purchase | 17th Jan 2019 | cartridge discount | 1379858 | 49.98 | 10.00 | 59.98 |
|                           |               |                    |         | 49.98 | 10.00 | 59.98 |

| Management Fee |              |   |                |        |        |        |
|----------------|--------------|---|----------------|--------|--------|--------|
| Regular Cost   | January 2019 | - | Management Fee | 500.00 | 100    | 600    |
|                |              |   |                | 500.00 | 100.00 | 600.00 |

| Depreciation |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|
|--------------|--|--|--|--|--|--|

## Schedule of Purchases

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|              |              |   |              |          |         |          |
|--------------|--------------|---|--------------|----------|---------|----------|
| Regular Cost | January 2019 | - | Depreciation | 1008.33  | 201.666 | 1209.996 |
|              |              |   |              | 1,008.33 | 201.67  | 1,210.00 |

| Reverses               |               |                |                        |           |        |           |
|------------------------|---------------|----------------|------------------------|-----------|--------|-----------|
| Reversed Delivery Note | 14th Jan 2019 | Bunzl Catering | 02202555 (Est Reverse) | -625.08   | 0.00   | -625.08   |
| Reversed Delivery Note | 14th Jan 2019 | Bunzl Catering | 02202557 (Est Reverse) | -96.07    | 0.00   | -96.07    |
| Reversed Delivery Note | 31st Jan 2019 | Bunzl Catering | 02206364 (Est Reverse) | -62.23    | 0.00   | -62.23    |
| Reversed Delivery Note | 31st Jan 2019 | Bunzl Catering | 02206362 (Est Reverse) | -419.51   | 0.00   | -419.51   |
|                        |               |                |                        | -1,202.89 | 0.00   | -1,202.89 |
|                        |               |                |                        | 19,616.96 | 925.85 | 20,542.81 |

section six

## client issue summary

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|            | 1st Jan 2019 (Tue)  | 2nd Jan 2019 (Wed)  | 3rd Jan 2019 (Thu)  | 4th Jan 2019 (Fri)  | 5th Jan 2019 (Sat)  | 6th Jan 2019 (Sun)  | 7th Jan 2019 (Mon)  |
|------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Duty Meals | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 15                  |
| Unit Price | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 1.08                |
| Net Charge | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 16.20               |
| FSM        | 0                   | 0                   | 0                   | 0                   | 0                   | 0                   | 38                  |
| Unit Price | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 1.08                |
| Net Charge | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                | 41.04               |
|            | 8th Jan 2019 (Tue)  | 9th Jan 2019 (Wed)  | 10th Jan 2019 (Thu) | 11th Jan 2019 (Fri) | 12th Jan 2019 (Sat) | 13th Jan 2019 (Sun) | 14th Jan 2019 (Mon) |
| Duty Meals | 13                  | 15                  | 14                  | 13                  | 0                   | 0                   | 15                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 14.04               | 16.20               | 15.12               | 14.04               | 0.00                | 0.00                | 16.20               |
| FSM        | 38                  | 39                  | 38                  | 41                  | 0                   | 0                   | 36                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 41.04               | 42.12               | 41.04               | 44.28               | 0.00                | 0.00                | 38.88               |
|            | 15th Jan 2019 (Tue) | 16th Jan 2019 (Wed) | 17th Jan 2019 (Thu) | 18th Jan 2019 (Fri) | 19th Jan 2019 (Sat) | 20th Jan 2019 (Sun) | 21st Jan 2019 (Mon) |
| Duty Meals | 14                  | 14                  | 14                  | 14                  | 0                   | 0                   | 13                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 15.12               | 15.12               | 15.12               | 15.12               | 0.00                | 0.00                | 14.04               |
| FSM        | 37                  | 40                  | 43                  | 42                  | 0                   | 0                   | 44                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 39.96               | 43.20               | 46.44               | 45.36               | 0.00                | 0.00                | 47.52               |



## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|            | 22nd Jan 2019 (Tue) | 23rd Jan 2019 (Wed) | 24th Jan 2019 (Thu) | 25th Jan 2019 (Fri) | 26th Jan 2019 (Sat) | 27th Jan 2019 (Sun) | 28th Jan 2019 (Mon) |
|------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Duty Meals | 15                  | 28                  | 14                  | 14                  | 0                   | 0                   | 14                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 16.20               | 30.24               | 15.12               | 15.12               | 0.00                | 0.00                | 15.12               |
| FSM        | 44                  | 84                  | 43                  | 40                  | 0                   | 0                   | 45                  |
| Unit Price | 1.08                | 1.08                | 1.08                | 1.08                | 0.00                | 0.00                | 1.08                |
| Net Charge | 47.52               | 90.72               | 46.44               | 43.20               | 0.00                | 0.00                | 48.60               |

|            | 29th Jan 2019 (Tue) | 30th Jan 2019 (Wed) | 31st Jan 2019 (Thu) |
|------------|---------------------|---------------------|---------------------|
| Duty Meals | 15                  | 15                  | 15                  |
| Unit Price | 1.08                | 1.08                | 1.08                |
| Net Charge | 16.20               | 16.20               | 16.20               |
| FSM        | 42                  | 39                  | 42                  |
| Unit Price | 1.08                | 1.08                | 1.08                |
| Net Charge | 45.36               | 42.12               | 45.36               |

|                |            |        |
|----------------|------------|--------|
| Quantity Total | 1099       |        |
| Net Total      | 1,186.92   |        |
| Duty Meals     | Quantity   | 284    |
|                | Net Charge | 306.72 |
| FSM            | Quantity   | 815    |
|                | Net Charge | 880.20 |

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



| Date          | Description                                      | Qty | Unit Price | Net   |
|---------------|--|-----|------------|-------|
| 7th Jan 2019  | milk DT department                               | 1   | 1.45       | 1.45  |
| 7th Jan 2019  | milk finance dept                                | 1   | 1.45       | 1.45  |
| 9th Jan 2019  | milk main school office                          | 1   | 1.45       | 1.45  |
| 10th Jan 2019 | HOCKEY. DRINKS & BISCUITS                        | 16  | 1.10       | 17.60 |
| 10th Jan 2019 | sharon. madarin                                  | 45  | 1.10       | 49.50 |
| 11th Jan 2019 | Graham staffroom                                 | 1   | 25.00      | 25.00 |
| 14th Jan 2019 | sharon. madarin                                  | 45  | 1.10       | 49.50 |
| 17th Jan 2019 | sharon. madarin                                  | 45  | 1.10       | 49.50 |
| 17th Jan 2019 | HOCKEY. DRINKS & BISCUITS                        | 16  | 1.10       | 17.60 |
| 17th Jan 2019 | milk finance dept                                | 1   | 1.45       | 1.45  |
| 17th Jan 2019 | milk main school office                          | 1   | 1.45       | 1.45  |
| 18th Jan 2019 | Alumni platform corporate lunch & drinks - extra | 4   | 2.95       | 11.80 |
| 18th Jan 2019 | Graham staffroom                                 | 1   | 25.00      | 25.00 |
| 18th Jan 2019 | visitors lunch. Mr Goodwin                       | 1   | 2.95       | 2.95  |
| 18th Jan 2019 | Alumni platform corporate lunch & drinks         | 18  | 2.95       | 53.10 |
| 21st Jan 2019 | sharon. madarin                                  | 45  | 1.10       | 49.50 |
| 21st Jan 2019 | milk DT department                               | 1   | 1.45       | 1.45  |

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2019 - 31st Jan 2019



|               |   |     |       |               |
|---------------|---|-----|-------|---------------|
| 21st Jan 2019 | milk finance dept                       | 1   | 1.45  | 1.45          |
| 24th Jan 2019 | parents evening baguettes sands. lesley | 15  | 1.45  | 21.75         |
| 25th Jan 2019 | milk finance dept                       | 2   | 1.45  | 2.90          |
| 25th Jan 2019 | Graham staffroom                        | 1   | 25.00 | 25.00         |
| 28th Jan 2019 | lesley Biscuits for Manadrin lessons    | 100 | 0.28  | 28.00         |
| 28th Jan 2019 | drinks & cookies cross country          | 100 | 1.10  | 110.00        |
| 28th Jan 2019 | milk it department                      | 1   | 1.45  | 1.45          |
| 28th Jan 2019 | milk DT department                      | 1   | 1.45  | 1.45          |
| 28th Jan 2019 | Governors meeting. refreshments         | 20  | 1.55  | 31.00         |
| 28th Jan 2019 | SHARON .DEBATING Cakes                  | 50  | 0.45  | 22.50         |
| 28th Jan 2019 | FSM                                     | 0   | 1.08  | 0.00          |
| 29th Jan 2019 | milk finance dept                       | 1   | 1.45  | 1.45          |
| 30th Jan 2019 | netball snacks & drinks                 | 15  | 1.10  | 16.50         |
| 31st Jan 2019 | Graham staffroom                        | 1   | 25.00 | 25.00         |
| 31st Jan 2019 | lunch                                   | 7   | 1.50  | 10.50         |
| 31st Jan 2019 | milk exams office                       | 1   | 1.45  | 1.45          |
|               |   |     |       | <u>660.15</u> |

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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