

# Catering Account Monitoring

## Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

May 2018



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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 May 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 two of trading, the net cost of catering is £2.5k favourable to budget, due to total sales being £2.6k over budget. This is coupled with a gross profit margin of 56.8%, 5.36% above budget.

We have now received a copy of April's labour breakdown and updated our monitoring to include this.

We have received confirmation that the £80 hospitality charge for reimbursement was for an incident with students causing lost stock.

We have received a credit note for £27.50 for an overcharge for cookies. We have included this within our additional invoice/credit section of our monitoring.

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 Two**  
**Budget Year - April 2018 to March 2019**

Budget Heading	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	% of Actual Sales	2018/18 Actual	% of Bdgtd Sales	2018/19 Budget	2018/19 Variance
<b>Sales :</b>									
Sales	£27,675.07	£31,039.00	£39,392.48	£28,553.55	94.31%	£40,859.65	94.76%	£38,621.38	£2,238.27
Adult Sales				£116.13	0.78%	£338.86			£338.86
Client Issues	£1,948.87	£2,129.00	£2,037.63	£1,943.47	4.91%	£2,125.85	5.24%	£2,136.97	-£11.12
<b>Total Sales</b>	<b>£29,623.94</b>	<b>£33,168.00</b>	<b>£41,430.11</b>	<b>£30,613.15</b>	<b>100.00%</b>	<b>£43,324.36</b>	<b>100.00%</b>	<b>£40,758.35</b>	<b>£2,566.01</b>
<b>Less Consumption :</b>									
Opening Stock				£4,421.71	31.04%	£13,449.05			£13,449.05
Cost of Sales	£18,967.13	£15,585.00	£20,360.93	£22,757.55	45.22%	£19,592.41	48.56%	£19,792.24	-£199.83
Less Closing Stock				-£10,725.36	-30.10%	-£13,040.30			-£13,040.30
<b>Total Consumption</b>	<b>£18,967.13</b>	<b>£15,585.00</b>	<b>£20,360.93</b>	<b>£16,453.90</b>	<b>46.17%</b>	<b>£20,001.16</b>	<b>48.56%</b>	<b>£19,792.24</b>	<b>£208.92</b>
<b>Gross Profit :</b>									
<b>Total Gross Profit</b>	<b>£10,656.81</b>	<b>£17,583.00</b>	<b>£21,069.18</b>	<b>£14,159.25</b>	<b>53.83%</b>	<b>£23,323.20</b>	<b>51.44%</b>	<b>£20,966.11</b>	<b>£2,357.09</b>
<b>Gross Profit %</b>	<b>35.97%</b>	<b>53.01%</b>	<b>50.85%</b>	<b>46.25%</b>		<b>53.83%</b>		<b>51.44%</b>	<b>2.39%</b>
<b>Less Labour:</b>									
Basic Pay	£14,846.31	£15,205.00	£16,366.90	£13,871.33	42.67%	£18,485.45	46.68%	£19,028.00	-£542.55
Employers' NI				£1,052.56	1.69%	£732.52			£732.52
Employers Pens				£109.25	0.35%	£150.40			£150.40
NEST Pens									
PAYE				£695.60					
Overtime									
Apprenticeship Levy				£45.71	0.21%	£92.42			£92.42
Other Deductions				£415.63					
Sick Pay									
DBS Check									
<b>Total Labour Costs</b>	<b>£14,846.31</b>	<b>£15,205.00</b>	<b>£16,366.90</b>	<b>£16,190.08</b>	<b>44.92%</b>	<b>£19,460.79</b>	<b>46.68%</b>	<b>£19,028.00</b>	<b>£432.79</b>
<b>Less Expenses:</b>									
Disposables	£1,357.65	£38.00	£1,521.59	£2,567.99	0.62%	£270.73	2.66%	£1,085.84	-£815.11
Cleaning Materials	£542.24	£199.00	£327.50	£368.83	0.36%	£154.75			£154.75
IT Equipment & Recharge									
Uniforms & Laundry	£166.66			£1,371.75					
Marketing Expenses	£250.00	£250.00	£250.00						
Equipment Purchases	£200.00			£52.65					
Equipment Hire		£240.00	£240.00						
Deep Clean	£250.00								
Bank / Credit Card Charges									
Cash Collection	£273.00	£500.00	£500.00						
Subcontracted Deep Clean Costs									
Sundry Expenses		£226.00	£208.00	£0.03					
Telephone									
Subcontracted Refuse									
Stationary & Postage	£83.32	£242.00	£175.34						
Training	£31.50								
Depreciation	£1,000.00	£1,000.00	£1,000.00	£2,016.66	4.65%	£2,016.66	4.95%	£2,016.33	£0.33
Staff Advertising & Recruitment	£31.50								
CRB									
Stock Movement			£80.18	-£1,673.96	0.13%	£54.41			£54.41
Management Fee	£2,666.66	£2,666.00	£2,500.00	£1,000.00	2.31%	£1,000.00	2.45%	£1,000.00	
<b>Total Expenses</b>	<b>£6,852.53</b>	<b>£5,361.00</b>	<b>£6,802.61</b>	<b>£5,703.95</b>	<b>8.07%</b>	<b>£3,496.55</b>	<b>10.06%</b>	<b>£4,102.17</b>	<b>-£605.62</b>
<b>Total Overheads</b>	<b>£21,698.84</b>	<b>£20,566.00</b>	<b>£23,169.51</b>	<b>£21,894.03</b>	<b>52.99%</b>	<b>£22,957.34</b>	<b>56.75%</b>	<b>£23,130.17</b>	<b>-£172.83</b>
<b>Less Gross Profit</b>	<b>-£10,656.81</b>	<b>-£17,583.00</b>	<b>-£21,069.18</b>	<b>-£14,159.25</b>	<b>-53.83%</b>	<b>-£23,323.20</b>	<b>-51.44%</b>	<b>-£20,966.11</b>	<b>-£2,357.09</b>
<b>NET COST OF CATERING</b>	<b>£11,042.03</b>	<b>£2,983.00</b>	<b>£2,100.33</b>	<b>£7,734.78</b>	<b>-0.84%</b>	<b>-£365.86</b>	<b>5.31%</b>	<b>£2,164.06</b>	<b>-£2,529.92</b>
<b>Plus Adjustment:</b>									
Balancing Subsidy	-£9,829.89	-£2,806.10	-£2,100.33	-£8,912.56	-2.78%	-£1,206.48	-9.17%	-£3,736.40	£2,529.92
<b>Total Adjustments</b>	<b>-£9,829.89</b>	<b>-£2,806.10</b>	<b>-£2,100.33</b>	<b>-£8,912.56</b>	<b>-2.78%</b>	<b>-£1,206.48</b>	<b>-9.17%</b>	<b>-£3,736.40</b>	<b>£2,529.92</b>
<b>Total Fixed Invoiced Cost</b>	<b>£1,212.14</b>	<b>£176.90</b>	<b>£2,037.63</b>	<b>£765.69</b>	<b>1.28%</b>	<b>£553.51</b>	<b>3.86%</b>	<b>£1,572.34</b>	<b>£0.00</b>
<b>Plus Client Issues:</b>									
Client Issues Recharged	£1,948.87	£2,128.75	£2,037.63	£1,943.47	4.91%	£2,125.85			
<b>Total Client Issues</b>	<b>£1,948.87</b>	<b>£2,128.75</b>	<b>£2,037.63</b>	<b>£1,943.47</b>	<b>4.91%</b>	<b>£2,125.85</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£3,161.01</b>	<b>£2,305.65</b>	<b>£2,037.63</b>	<b>£765.69</b>	<b>1.28%</b>	<b>£553.51</b>			
<b>Plus VAT:</b>									
Input VAT	£1,308.99	£671.63	£1,674.65	£2,275.25	2.55%	£1,105.60			
Output VAT		£492.61	-£26.60	-£18.72					
<b>Total VAT</b>	<b>£1,308.99</b>	<b>£1,164.24</b>	<b>£1,648.05</b>	<b>£2,256.53</b>	<b>2.55%</b>	<b>£1,105.60</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£4,470.00</b>	<b>£3,469.89</b>	<b>£3,685.68</b>	<b>£3,022.22</b>	<b>3.83%</b>	<b>£1,659.11</b>			
<b>Plus Additional Invoices/Credits:</b>									
Net Invoice Value					-0.06%	-£27.50			
VAT Charged					-0.01%	-£5.50			
<b>Total Additional Invoice/Credit</b>					<b>-0.08%</b>	<b>-£33.00</b>			

section three

**monthly  
comparative analysis ~  
budget vs actuals**

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

Month of :	May-14	May-15	May-16	May-17	May-18				
<b>Budget Heading</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>% of Actual Sales</b>	<b>Actual</b>	<b>% of Bgdtd Sales</b>	<b>Budget</b>	<b>Variance</b>
<b>Sales :</b>									
Sales	£17,660.63	£18,914.00	£28,679.89	£20,117.99	93.68%	£22,972.37	94.32%	£22,640.00	£332.37
Adult Sales				£93.61	0.84%	£206.58			£206.58
Client Issues	£1,159.17	£1,516.00	£1,615.58	£1,363.13	5.47%	£1,342.54	5.68%	£1,363.13	-£20.59
<b>Total Sales</b>	<b>£18,819.80</b>	<b>£20,430.00</b>	<b>£30,295.47</b>	<b>£21,574.73</b>	<b>100.00%</b>	<b>£24,521.49</b>	<b>100.00%</b>	<b>£24,003.13</b>	<b>£518.36</b>
<b>Less Consumption :</b>									
Opening Stock				£4,421.71	29.61%	£7,261.93			£7,261.93
Cost of Sales	£12,699.94	£9,745.00	£13,516.93	£13,816.84	42.39%	£10,395.62	48.56%	£11,656.00	-£1,260.38
Less Closing Stock				-£6,303.65	-23.56%	-£5,778.37			-£5,778.37
<b>Total Consumption</b>	<b>£12,699.94</b>	<b>£9,745.00</b>	<b>£13,516.93</b>	<b>£11,934.90</b>	<b>48.44%</b>	<b>£11,879.18</b>	<b>48.56%</b>	<b>£11,656.00</b>	<b>£223.18</b>
<b>Gross Profit :</b>									
<b>Total Gross Profit</b>	<b>£6,119.86</b>	<b>£10,685.00</b>	<b>£16,778.54</b>	<b>£9,639.83</b>	<b>51.56%</b>	<b>£12,642.31</b>	<b>51.44%</b>	<b>£12,347.13</b>	<b>£295.18</b>
<b>Gross Profit %</b>	<b>32.52%</b>	<b>52.30%</b>	<b>55.38%</b>	<b>44.68%</b>		<b>51.56%</b>		<b>51.44%</b>	<b>0.12%</b>
<b>Less Labour:</b>									
Basic Pay	£7,340.65	£7,666.00	£8,207.50	£8,345.39	37.47%	£9,188.58	39.64%	£9,514.00	-£325.42
Employers' NI				£763.88	1.49%	£366.40			£366.40
Employers Pens				£77.85	0.30%	£74.35			£74.35
NEST Pens									
PAYE				£404.80					
Overtime									
Apprenticeship Levy				£45.71	0.19%	£45.93			£45.93
Other Deductions				£295.16					
Sick Pay									
DBS Check									
<b>Total Labour Costs</b>	<b>£7,340.65</b>	<b>£7,666.00</b>	<b>£8,207.50</b>	<b>£9,932.79</b>	<b>39.46%</b>	<b>£9,675.26</b>	<b>39.64%</b>	<b>£9,514.00</b>	<b>£161.26</b>
<b>Less Expenses:</b>									
Disposables	£717.25	£17.00	£1,101.10	£1,546.33	0.80%	£195.61	2.26%	£542.92	-£347.31
Cleaning Materials	£471.15	£85.00	£214.08	£60.40	0.29%	£71.79			£71.79
IT Equipment & Recharge									
Uniforms & Laundry	£83.33			£1,000.33					
Marketing Expenses	£125.00	£125.00	£250.00						
Equipment Purchases	£100.00			£52.65					
Equipment Hire		£120.00	£120.00						
Deep Clean	£125.00								
Bank / Credit Card Charges									
Cash Collection	£136.50	£250.00	£250.00						
Subcontracted Deep Clean Costs									
Sundry Expenses		£113.00	£104.00	£0.03					
Telephone									
Subcontracted Refuse									
Stationary & Postage	£41.66	£121.00	£87.67						
Training	£31.50								
Depreciation	£500.00	£500.00	£500.00	£1,008.33	4.11%	£1,008.33	4.20%	£1,008.00	£0.33
Staff Advertising & Recruitment									
CRB									
Stock Movement			£40.09	-£1,673.96	0.13%	£31.85			£31.85
Management Fee	£1,333.33	£1,333.00	£1,250.00	£500.00	2.04%	£500.00	2.08%	£500.00	
<b>Total Expenses</b>	<b>£3,664.72</b>	<b>£2,664.00</b>	<b>£3,916.94</b>	<b>£2,494.11</b>	<b>7.37%</b>	<b>£1,807.58</b>	<b>8.54%</b>	<b>£2,050.92</b>	<b>-£243.34</b>
<b>Total Overheads</b>	<b>£11,005.37</b>	<b>£10,330.00</b>	<b>£12,124.44</b>	<b>£12,426.90</b>	<b>46.83%</b>	<b>£11,482.84</b>	<b>48.18%</b>	<b>£11,564.92</b>	<b>-£82.08</b>
<b>Less Gross Profit</b>	<b>-£6,119.86</b>	<b>-£10,685.00</b>	<b>-£16,778.54</b>	<b>-£9,639.83</b>	<b>-51.56%</b>	<b>-£12,642.31</b>	<b>-51.44%</b>	<b>-£12,347.13</b>	<b>-£295.18</b>
<b>NET COST OF CATERING</b>	<b>£4,885.51</b>	<b>-£355.00</b>	<b>-£4,654.10</b>	<b>£2,787.07</b>	<b>-4.73%</b>	<b>-£1,159.47</b>	<b>-3.26%</b>	<b>-£782.21</b>	<b>-£377.26</b>
<b>Plus Adjustment:</b>									
Balancing Subsidy	-£4,279.44	£443.60	£4,654.10	-£3,375.96	1.52%	£373.30	-0.02%	-£3.96	£377.26
<b>Total Adjustments</b>	<b>-£4,279.44</b>	<b>£443.60</b>	<b>£4,654.10</b>	<b>-£3,375.96</b>	<b>1.52%</b>	<b>£373.30</b>	<b>-0.02%</b>	<b>-£3.96</b>	<b>£377.26</b>
<b>Total Fixed Invoiced Cost</b>	<b>£606.07</b>	<b>£88.60</b>	<b>-£588.89</b>	<b>-£588.89</b>	<b>-3.21%</b>	<b>-£786.17</b>	<b>-3.28%</b>	<b>-£786.17</b>	<b>£0.00</b>
<b>Plus Client Issues:</b>									
Client Issues Recharged	£1,159.17	£1,516.05	£1,615.58	£1,363.13	5.47%	£1,342.54			
<b>Total Client Issues</b>	<b>£1,159.17</b>	<b>£1,516.05</b>	<b>£1,615.58</b>	<b>£1,363.13</b>	<b>5.47%</b>	<b>£1,342.54</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£1,765.24</b>	<b>£1,604.65</b>	<b>£1,615.58</b>	<b>£774.24</b>	<b>2.27%</b>	<b>£556.37</b>			
<b>Plus VAT:</b>									
Input VAT	£891.26	-£13.54	£991.85	£1,151.58	2.15%	£526.62			
Output VAT		£497.91	-£20.18	-£18.72					
<b>Total VAT</b>	<b>£891.26</b>	<b>£484.37</b>	<b>£971.67</b>	<b>£1,132.86</b>	<b>2.15%</b>	<b>£526.62</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£2,656.50</b>	<b>£2,089.02</b>	<b>£2,587.25</b>	<b>£1,907.10</b>	<b>4.42%</b>	<b>£1,082.99</b>			
<b>Plus Additional Invoices/Credits:</b>									
Net Invoice Value						-0.11%			-£27.50
VAT Charged						-0.02%			-£5.50
<b>Total Additional Invoice/Credit</b>						<b>-0.13%</b>			<b>-£33.00</b>

section four

# performance tracker schedule



Gross Profit Tracker

Gross Profit Tracker	Month 1	Month 2	Month 3	1st Quarter Average
Gross Profit	56.80%	51.56%		

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit				

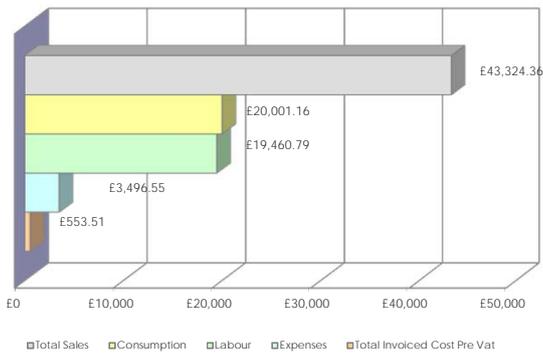
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

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

Monthly Performance Summary

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	YTD
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Total Sales	£18,803	£24,521											£43,324.36
Consumption	43.20%	48.44%											46.17%
Gross Profit	56.80%	51.56%											53.83%
Labour	52.04%	39.46%											44.92%
Sundries	6.32%	5.33%											5.76%
Management Fee	2.66%	2.04%											2.31%
Net Cost of Catering	£793.61	£-1,159.47											£-365.86
Variance	£-2,152.66	£-377.26											£-2,529.92

Total Invoice Breakdown - YTD



Breakdown of Overheads - YTD



section five

# contractor's invoices & trading accounts

# CREDIT NOTE

**Bishop Vesey's Grammar School**  
Lichfield Road  
Sutton Coldfield  
B74 2NH  
0



Aspens Services Ltd  
Suite 5, Offerton Barns Business Centre  
Offerton Lane  
Hindlip, Worcestershire  
WR3 8SX  
Tel: 01905 759613

UNIT S300

Invoice Number: 05/S300/18C  
Invoice Date: 22/05/2018

Description	Quantity	Price	Net	Vat	Gross
Credit Note - Overcharge for Cookies			-£27.50	-£5.50	-£33.00

Net Total: **-£27.50**  
Vat Total: **-£5.50**  
Gross Total: **-£33.00**

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

Bank Details: HSBC, Sort Code: 40 47 17, Account number: 82532662  
Standard payment terms are 14 days from date of invoice

VAT Registration No: 931 2412 62

For any queries, please contact Aspens on 01905 759613

# 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-3548

Invoice Date: 31st May 2018

Description	Net	Vat	Gross
Services Provided :	£556.37	£526.62	£1,082.99
<hr/>			
Your Output VAT on Sales @20% of	£-206.58	is	£-41.32
Your Output VAT on Sales @0% of	£-22,972.37	is	£0.00
Your Input VAT on Purchases @20% of	£1,331.35	is	£266.27
Your Input VAT on Purchases @0% of	£11,220.38	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,675.26	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	£556.37		£526.62

Net Total: £556.37  
Vat Total: £526.62  
Net Total: £1,082.99

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

Bank Details: HSBC, Sort Code: 40-47-17, Account number: 82532662  
Standard payment terms are 14 days from date of invoice

VAT Registration No: 931241262

For any queries, please contact Aspens Services Ltd on 01905 759613

# Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Description	Net
Cash Sales	
Catering Cashless Students	22,972.37
Catering Cashless Adults	206.58
Subtotal Cash Sales	23,178.95
Credit Sales	
Duty Meals	267.84
FSM	415.80
Hospitality	658.90
Subtotal Credit Sales	1,342.54
Total Sales	24,521.49
Cost of Sales	
Opening Stock	7261.93 (30/04/2018)
Purchases	10,395.62
Closing Stock	5778.37 (24/05/2018)
Consumption	11,879.18
Gross Profit	12,642.31
GP%	51.56%
Labour	
Labour	9,675.26
Total Labour	9,675.26
Sundries	
Opening Stock	440.63 (30/04/2018)
Purchases	267.40
Closing Stock	408.78 (24/05/2018)
Total Sundries	299.25
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-1,159.47
Invoice Reconciliation	

# Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Net Cost of Catering	-1,159.47
Cost Adjustment	373.30
Credit Sales	1,342.54
Invoice Value (GBP)	556.37

**Payroll Summary (Period 1)**  
**ASPENS SERVICES LIMITED**

Division_Name	Department_Name	Gross_Levy_Due	Gross pay	PAYE	EE NI	PENSIONS EE	OTHER DEDUCTIONS	NET PAY	ERS NI	ER PENSIONS
	S300 - Bishop Vesey	4.55	910.71	0.00	25.04	9.79	0.00	875.88	28.80	8.15
	S300 - Bishop Vesey	4.03	806.73	0.00	12.57	7.29	0.00	786.87	14.45	6.07
	S300 - Bishop Vesey	2.69	537.99	0.00	0.00	0.84	0.00	537.15	0.00	0.70
	S300 - Bishop Vesey	2.89	577.49	0.00	0.00	1.79	0.00	575.70	0.00	1.49
	S300 - Bishop Vesey	5.82	1164.71	35.20	55.52	15.88	0.00	1058.11	63.85	13.23
	S300 - Bishop Vesey	2.84	568.95	44.40	0.00	1.58	0.00	522.97	0.00	1.32
	S300 - Bishop Vesey	12.90	2580.99	317.40	225.48	49.87	0.00	1988.24	259.30	41.56
	S300 - Bishop Vesey	2.40	479.25	0.00	0.00	10.00	0.00	469.25	0.00	0.00
	S300 - Bishop Vesey	2.32	464.38	0.00	0.00	10.00	0.00	454.38	0.00	0.00
	S300 - Bishop Vesey	2.82	563.80	0.00	0.00	1.46	0.00	562.34	0.00	1.22
	S300 - Bishop Vesey	2.67	533.58	0.00	0.00	0.73	0.00	532.85	0.00	0.61
	<b>S300 - Bishop Vesey Total</b>	<b>45.93</b>	<b>9188.58</b>	<b>397.00</b>	<b>318.61</b>	<b>109.23</b>	<b>0.00</b>	<b>8363.74</b>	<b>366.40</b>	<b>74.35</b>
	<b>Total Cost</b>		<b>9675.26</b>							

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	30th Apr 2018	Bunzl Catering	02144293	62.60	12.52	75.12
Purchases - Invoice	9th May 2018	Bidfood	81029330	9.19	1.84	11.03
				71.79	14.36	86.15
Food Purchases						
Purchases - Invoice	27th Apr 2018	Tugo Food Systems Ltd	208410	194.15	0.00	194.15
Purchases - Credit Note	27th Apr 2018	Worcester Produce	903295	-9.50	-0.00	-9.5
Purchases - Invoice	30th Apr 2018	Bidfood	79882278	208.63	0.00	208.63
Purchases - Invoice	30th Apr 2018	Bunzl Catering	02144295	574.49	114.90	689.39
Purchases - Invoice	30th Apr 2018	Spice Time (Safy Impex Ltd)	ASPENS28-300418-1	289.00	0.00	289
Purchases - Invoice	1st May 2018	Delice de France	352223052	94.59	0.00	94.59
Purchases - Cash Purchase	1st May 2018	greggs	342862	8.40	0.00	8.4
Purchases - Cash Purchase	1st May 2018	londis	1	3.00	0.00	3
Purchases - Invoice	1st May 2018	Worcester Produce	328360	131.30	0.00	131.3
Purchases - Invoice	2nd May 2018	Bidfood	79925797	599.26	4.88	604.14
Purchases - Invoice	2nd May 2018	Delice de France	352228836	76.71	0.00	76.71

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Purchases - Cash Purchase	2nd May 2018	SAINSBURYS	0128	29.05	0.00	29.05
Purchases - Invoice	2nd May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-020518-1	334.30	0.00	334.3
Purchases - Invoice	3rd May 2018	Theos Food Company	104525	155.21	0.00	155.21
Purchases - Invoice	4th May 2018	Bidfood	79966392	606.67	4.87	611.54
Purchases - Invoice	4th May 2018	Delice de France	352248149	97.47	0.00	97.47
Purchases - Invoice	4th May 2018	Worcester Produce	328933	32.60	0.00	32.6
Purchases - Invoice	4th May 2018	Worcester Produce	328935	29.44	0.00	29.44
Purchases - Invoice	6th May 2018	Lewis Bakery	42252	163.95	0.00	163.95
Purchases - Invoice	8th May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-080518-1	333.25	0.00	333.25
Purchases - Invoice	8th May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-080518-1	0.00	0.00	0
Purchases - Invoice	8th May 2018	Worcester Produce	329316	78.43	0.00	78.43
Purchases - Invoice	8th May 2018	Worcester Produce	329314	32.60	0.00	32.6
Purchases - Credit Note	8th May 2018	Worcester Produce	903389	-16.11	-0.00	-16.11
Purchases - Invoice	9th May 2018	Bidfood	81029330	894.65	18.61	913.26
Purchases - Invoice	9th May 2018	Delice de France	352287981	89.14	0.00	89.14
Purchases - Invoice	9th May 2018	Tugo Food Systems Ltd	209353	195.94	0.00	195.94
Purchases - Invoice	10th May 2018	Chapple & Jenkins Ltd	461065	209.66	41.93	251.59
Purchases - Cash Purchase	10th May 2018	tesco	424710894	83.95	0.00	83.95
Purchases - Invoice	10th May 2018	Theos Food Company	105006	178.82	0.00	178.82

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Purchases - Invoice	11th May 2018	Bidfood	81070100	515.58	4.87	520.45
Purchases - Invoice	11th May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-110518-1	229.70	0.00	229.7
Purchases - Cash Purchase	11th May 2018	tesco	08.05.18	245.58	0.00	245.58
Purchases - Invoice	11th May 2018	Worcester Produce	330187	94.75	0.00	94.75
Purchases - Invoice	13th May 2018	Lewis Bakery	42286	88.65	0.00	88.65
Purchases - Invoice	14th May 2018	Bidfood	81100416	332.07	8.12	340.19
Purchases - Cash Purchase	14th May 2018	iceland	516	35.75	0.00	35.75
Purchases - Invoice	15th May 2018	Delice de France	352341146	62.96	0.00	62.96
Purchases - Invoice	15th May 2018	Worcester Produce	330899	76.18	0.00	76.18
Purchases - Invoice	15th May 2018	Worcester Produce	330896	32.60	0.00	32.6
Purchases - Credit Note	15th May 2018	Worcester Produce	903474	-8.24	-0.00	-8.24
Purchases - Credit Note	15th May 2018	Worcester Produce	245377 c incorrect credit	-1.21	-0.00	-1.21
Purchases - Invoice	16th May 2018	Bidfood	81144536	513.26	4.87	518.13
Purchases - Invoice	16th May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-160518-1	176.80	0.00	176.8
Purchases - Invoice	17th May 2018	Delice de France	352361265	100.26	0.00	100.26
Purchases - Cash Purchase	17th May 2018	tesco	424713801	119.59	0.00	119.59
Purchases - Invoice	17th May 2018	Theos Food Company	105590	125.32	0.00	125.32
Purchases - Invoice	18th May 2018	Bidfood	81184659	246.39	4.87	251.26
Purchases - Credit Note	18th May 2018	Theos Food Company	105815	-9.16	-0.00	-9.16

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Purchases - Invoice	18th May 2018	Worcester Produce	331345	106.80	0.00	106.8
Purchases - Invoice	18th May 2018	Worcester Produce	331343	32.60	0.00	32.6
Purchases - Invoice	20th May 2018	Lewis Bakery	42326	139.70	0.00	139.7
Purchases - Invoice	21st May 2018	Bidfood	81213443	384.69	4.88	389.57
Purchases - Invoice	22nd May 2018	Bradshaws Butchers	103563	46.70	0.00	46.7
Purchases - Invoice	22nd May 2018	Delice de France	352400442	50.70	0.00	50.7
Purchases - Cash Purchase	22nd May 2018	iceland	9959	29.50	0.00	29.5
Purchases - Invoice	22nd May 2018	Spice Time (Safy Impex Ltd)	ASPENS28-220518-1	497.60	0.00	497.6
Purchases - Invoice	22nd May 2018	Worcester Produce	332113	66.41	0.00	66.41
Purchases - Invoice	22nd May 2018	Worcester Produce	332071	32.60	0.00	32.6
Purchases - Invoice	23rd May 2018	Bidfood	81259637	266.84	0.00	266.84
Purchases - Invoice	27th May 2018	Lewis Bakery	42344	65.60	0.00	65.6
				10,395.62	212.80	10,608.42

Non Food Disposables						
Purchases - Invoice	2nd May 2018	Bidfood	79925797	51.98	10.39	62.37
Purchases - Invoice	4th May 2018	Bidfood	79966392	55.55	11.11	66.66
Purchases - Invoice	9th May 2018	Bidfood	81029330	63.56	12.71	76.27
Purchases - Invoice	21st May 2018	Bidfood	81213443	24.52	4.90	29.42

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



195.61	39.11	234.72
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Management Fee						
Regular Cost	May 2018	-	Management Fee	500.00	100	600
				500.00	100.00	600.00

Depreciation						
Regular Cost	May 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00
				12,171.35	567.94	12,739.29

section six

# client issue summary

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



	1st May 2018 (Tue)	2nd May 2018 (Wed)	3rd May 2018 (Thu)	4th May 2018 (Fri)	5th May 2018 (Sat)	6th May 2018 (Sun)	7th May 2018 (Mon)
Duty Meals	14	13	15	16	0	0	0
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	0.00
Net Charge	15.12	14.04	16.20	17.28	0.00	0.00	0.00
FSM	29	29	32	30	0	0	0
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	0.00
Net Charge	31.32	31.32	34.56	32.40	0.00	0.00	0.00
	8th May 2018 (Tue)	9th May 2018 (Wed)	10th May 2018 (Thu)	11th May 2018 (Fri)	12th May 2018 (Sat)	13th May 2018 (Sun)	14th May 2018 (Mon)
Duty Meals	16	16	15	9	0	0	15
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	1.08
Net Charge	17.28	17.28	16.20	9.72	0.00	0.00	16.20
FSM	22	24	22	21	0	0	21
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	1.08
Net Charge	23.76	25.92	23.76	22.68	0.00	0.00	22.68
	15th May 2018 (Tue)	16th May 2018 (Wed)	17th May 2018 (Thu)	18th May 2018 (Fri)	19th May 2018 (Sat)	20th May 2018 (Sun)	21st May 2018 (Mon)
Duty Meals	16	15	13	14	0	0	15
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	1.08
Net Charge	17.28	16.20	14.04	15.12	0.00	0.00	16.20
FSM	21	22	13	18	0	0	16
Unit Price	1.08	1.08	1.08	1.08	0.00	0.00	1.08
Net Charge	22.68	23.76	14.04	19.44	0.00	0.00	17.28

# Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



	22nd May 2018 (Tue)	23rd May 2018 (Wed)	24th May 2018 (Thu)	25th May 2018 (Fri)	26th May 2018 (Sat)	27th May 2018 (Sun)	28th May 2018 (Mon)
Duty Meals	15	15	16	0	0	0	0
Unit Price	1.08	1.08	1.08	0.00	0.00	0.00	0.00
Net Charge	16.20	16.20	17.28	0.00	0.00	0.00	0.00
FSM	24	23	18	0	0	0	0
Unit Price	1.08	1.08	1.08	0.00	0.00	0.00	0.00
Net Charge	25.92	24.84	19.44	0.00	0.00	0.00	0.00
	29th May 2018 (Tue)	30th May 2018 (Wed)	31st May 2018 (Thu)				
Duty Meals	0	0	0				
Unit Price	0.00	0.00	0.00				
Net Charge	0.00	0.00	0.00				
FSM	0	0	0				
Unit Price	0.00	0.00	0.00				
Net Charge	0.00	0.00	0.00				

Quantity Total	633	
Net Total	683.64	
Duty Meals	Quantity	248
	Net Charge	267.84
FSM	Quantity	385
	Net Charge	415.80

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



Date	Description	Qty	Unit Price	Net
1st May 2018	egg. Biology dept	1	0.45	0.45
2nd May 2018	milk, office Mr Bowen	1	1.45	1.45
2nd May 2018	sharon heads pa. cookies	33	0.45	14.85
3rd May 2018	golden reward tickets for year11	43	3.45	148.35
4th May 2018	milk . finance dept	1	1.45	1.45
4th May 2018	staffroom service . Graham	1	20.00	20.00
8th May 2018	Mr Davis. plates for year 11 assembly	100	0.05	5.00
8th May 2018	lesley. pastries for invigilators	20	0.65	13.00
9th May 2018	Mr Howel, visitors lunch. PE department	1	2.50	2.50
9th May 2018	mistake	1	0.00	0.00
10th May 2018	WATER & HOT DRINKS, OPEN EVENING	5	0.90	4.50
10th May 2018	sharon heads pa. cookies	20	0.45	9.00
10th May 2018	LABOUR CHARGE FOR 2 MEMBERS OF STAFF OPEN EVE	10	7.83	78.30
10th May 2018	LABOUR CHARGE FOR MANAGER OPEN EVE	5	16.50	82.50
11th May 2018	MILK. STAFFROOM	1	1.45	1.45
11th May 2018	Graham staffroom service milk & sugar	1	25.00	25.00
11th May 2018	milk . finance dept	1	1.45	1.45

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2018 - 31st May 2018



11th May 2018	staffroom service . Graham	1	20.00	20.00
14th May 2018	J.Williams Refreshments	10	1.25	12.50
14th May 2018	govenors meeting. m. Mellor refreshments	20	1.25	25.00
14th May 2018	Mr Bough. training refreshments	100	0.95	95.00
15th May 2018	milk . finance dept	1	1.45	1.45
16th May 2018	milk. stem block	1	1.45	1.45
17th May 2018	sharon heads pa. cookies	20	0.45	9.00
17th May 2018	milk . finance dept	1	1.45	1.45
18th May 2018	staffroom service . Graham	1	25.00	25.00
21st May 2018	milk . finance dept	1	1.45	1.45
22nd May 2018	MILK SHARON , HEADS PA	1	1.45	1.45
22nd May 2018	CUPS SHARON, HEADS PA	20	0.05	1.00
22nd May 2018	PASTRIES BREAKFAST	20	0.85	17.00
24th May 2018	Mr Howell. meeting	12	1.25	15.00
24th May 2018	milk exams office	1	1.45	1.45
24th May 2018	milk, DT department	1	1.45	1.45
24th May 2018	staffroom service . Graham	1	20.00	20.00
				658.90

section seven  
**phased budget**



## confidentiality

This report and its findings are deemed confidential to the management of Bishop Vesey's Grammar School and The Litmus Partnership Limited.



**The Litmus Partnership Limited**

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