

Catering Account Monitoring ~ COVID-19 Summary

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA
Senior Consultant

The Litmus Partnership Limited
May 2020



Bishop Vesey's Grammar School

auditor's notes

for the attention of Mr Graham Swindells

The report presents the monitoring figures for the month of May, for Bishop Vesey's Grammar School.

During the current period, charges totalling £2290.43 has not been supported by backups.

To date, charges totalling £9,284.05 have not been supported by backups.

Aspens invoice for May consists of the usual charges for the management fee and depreciation, plus £530.10 sundry costs.

Once the school returns to normal trading, the above points will be discussed with the contractor. Should any overcharges occur, we will request that credit notes are raised by the contractor.

This document is made accessible for discussion within your forthcoming consultancy meeting with Mr Michael G Neales.

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-M-17629

Invoice Date: 31st May 2020

Covid 19 Description	Net	Vat	Gross
Operating Purchases/Fixed Overheads/Sundries	£530.10	£106.02	£636.12
Management Fee	£515.00	£103.00	£618.00
Depreciation	£1,245.33	£249.06	£1,494.39
		Net Total:	£2,290.43
		Vat Total:	£458.08
		Gross Total:	£2,748.51

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

Bishop Vesey's Grammar School Monitoring ~ Invoice Summary

Month of :	Mar-20	Apr-20	May-20	Jun-20	Total
Heading	Actual	Actual	Actual	Actual	Actual
Sales :					
Student Paid Meals					
Adult Paid Meals					
Mid-Morning Break Sales					
Free Student Meals					
Universal Infant Free School Meals					
Total Sales					
Less Consumption :					
Opening Stock					
Purchases					
Closing Stock					
Total Consumption					
Gross Profit :					
Total Gross Profit					
Gross Profit %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Less Labour:					
Unit labour	£3,986.64				£3,986.64
Total Labour Costs	£3,986.64				£3,986.64
Less Expenses:					
Operating Purchases/Fixed Overheads/Sundrie:	£102.62	£530.10	£530.10		£1,162.82
Depreciation	£450.33	£1,245.33	£1,245.33		£2,940.99
Management Fee	£163.60	£515.00	£515.00		£1,193.60
Total Expenses	£716.55	£2,290.43	£2,290.43		£5,297.41
Total Overheads	£4,703.19	£2,290.43	£2,290.43		£9,284.05
Less Gross Profit					
NET COST OF CATERING	£4,703.19	£2,290.43	£2,290.43		£9,284.05
Plus VAT Charged					
Input/Output VAT	£143.35	£458.08	£458.08		£1,059.51
Total VAT Charged	£143.35	£458.08	£458.08		£1,059.51
Total Invoiced Cost Including VAT	£4,846.54	£2,748.51	£2,748.51		£10,343.56
Invoice Supported by:					
Charges Supported by Backups					
Unsupported Charges	£4,703.19	£2,290.43	£2,748.51		£9,742.13
Total Invoiced Cost pre VAT	£4,703.19	£2,290.43	£2,748.51		£9,742.13

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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

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