

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

January 2020



to navigate this document please either scroll down
or click on one of the live contents sections below

contents

auditor's notes	section 1
year to date comparative analysis - budget vs actuals	section 2
monthly comparative analysis - budget vs actuals	section 3
performance tracker schedule	section 4
contractor's invoices & trading accounts	section 5
client issue summary	section 6
phased budget	section 7

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 period ten, the net cost of catering is £36.5k adverse to budget, due mainly to cash sales being £19.2k below budget, coupled with a gross profit being 3.7% under budget.

Please note the operating statement consumption figures have not added up correctly leaving a difference of £63.47. This has not affected the invoicing.

Clarification regarding hospitality details have not yet been received, we are querying varying pricing within several months. We shall provide an update once the relevant information has been provided.

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

section two

**year to date
comparative analysis ~
budget vs actuals**

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Ten
Budget Year ~ April 2019 to March 2020

Budget Heading	2016/17 Actual	2017/18 Actual	2018/19 Actual	% of Actual Sales	2019/20 Actual	% of Bgdtd Sales	2019/20 Budget	2019/20 Variance
Sales :								
Sales	£191,017.43	£188,937.01	£233,990.69	91.81%	£235,319.47	92.44%	£254,555.56	-£19,236.09
Adult Sales		£580.94	£1,604.58	0.66%	£1,686.39	0.61%	£1,670.97	£15.42
Free Student Meals				2.42%	£6,203.88	2.03%	£5,585.54	£618.34
Free Staff Meals				0.83%	£2,128.68	0.82%	£2,267.77	-£139.09
Hospitality				3.92%	£10,042.12	3.76%	£10,342.87	-£300.75
Client Issues	£12,422.52	£14,281.86	£19,447.26	0.36%	£919.08	0.34%	£945.56	-£26.48
Total Sales	£203,439.95	£203,799.81	£255,042.53	100.00%	£256,299.62	100.00%	£275,368.27	-£19,068.65
Less Consumption :								
Opening Stock		£43,993.00	£61,267.32	27.25%	£69,832.24			£69,832.24
Cost of Sales	£94,535.97	£107,158.32	£125,592.17	52.55%	£134,682.94	49.00%	£134,931.04	-£248.10
Less Closing Stock		-£46,714.66	-£62,519.82	-27.09%	-£69,432.76			-£69,432.76
Total Consumption	£94,535.97	£104,436.66	£124,339.67	52.70%	£135,082.42	49.00%	£134,931.04	£151.38
Gross Profit :								
Total Gross Profit	£108,903.98	£99,363.15	£130,702.86	47.30%	£121,217.20	51.00%	£140,437.23	-£19,220.03
Gross Profit %	53.53%	48.76%	51.25%		47.30%		51.00%	-3.70%
Less Labour:								
Basic Pay	£82,755.32	£78,079.84	£92,105.33	43.06%	£110,354.98	38.51%	£106,050.00	£4,304.98
Employers' NI		£5,815.42	£3,359.89	1.00%	£2,554.88			£2,554.88
Employers Pens		£605.76	£711.12	0.40%	£1,016.59			£1,016.59
NEST Pens								
PAYE		£3,289.20						
Overtime								
Apprenticeship Levy		£392.64	£455.21	0.14%	£367.37			£367.37
Other Deductions		£294.74	-£44.60	1.24%	£3,186.90			£3,186.90
Sick Pay				1.15%	£2,956.36			£2,956.36
DBS Check								
Total Labour Costs	£82,755.32	£88,477.60	£96,586.95	46.99%	£120,437.08	38.51%	£106,050.00	£14,387.08
Less Expenses:								
Disposables	£5,019.23	£2,079.19	£1,957.42	1.04%	£2,657.29	2.03%	£5,600.59	-£2,943.30
Cleaning Materials	£1,607.64	£1,375.72	£921.54	0.34%	£862.86			£862.86
IT Equipment & Recharge				0.21%	£536.09			£536.09
Uniforms & Laundry	£250.00	£1,871.03	£543.84	0.35%	£891.11			£891.11
Marketing Expenses	£750.00	£15.54	£28.33					
Equipment Purchases		£804.14	£140.76	0.11%	£274.85			£274.85
Equipment Hire	£1,200.00		£28.96					
Deep Clean	£1,350.00			0.51%	£1,299.00			£1,299.00
Bank / Credit Card Charges								
Cash Collection	£2,500.00							
Subcontracted Deep Clean Costs		£1,249.00						
Sundry Expenses	£872.09	-£11.37		0.01%	£16.90			£16.90
Telephone		£64.83						
Waste Collection				0.59%	£1,521.55			£1,521.55
Stationary & Postage	£876.70	£29.95	£152.24	0.07%	£172.73			£172.73
Training								
Depreciation	£5,000.00	£10,082.97	£10,083.30	5.52%	£14,153.30	5.14%	£14,157.50	-£4.20
Staff Advertising & Recruitment								
CRB								
Stock Movement	£360.81	-£518.25	-£184.20	0.10%	£255.28			£255.28
Management Fee	£12,500.00	£5,000.00	£5,000.00	2.01%	£5,150.00	1.87%	£5,150.00	
Total Expenses	£32,286.47	£22,042.75	£18,672.19	10.84%	£27,790.96	9.05%	£24,908.09	£2,882.87
Total Overheads	£115,041.79	£110,520.35	£115,259.14	57.83%	£148,228.04	47.56%	£130,958.09	£17,269.95
Less Gross Profit	-£108,903.98	-£99,363.15	-£130,702.86	-47.30%	-£121,217.20	-51.00%	-£140,437.23	£19,220.03
NET COST OF CATERING	£6,137.81	£11,157.20	-£15,443.72	10.54%	£27,010.84	-3.44%	-£9,479.14	£36,489.98
Plus Adjustment:								
Balancing Subsidy	-£6,137.81	-£16,336.99	£7,581.48	-17.04%	-£43,677.32	-2.61%	-£7,186.52	-£36,490.80
Total Adjustments	-£6,137.81	-£16,336.99	£7,581.48	-17.04%	-£43,677.32	-2.61%	-£7,186.52	-£36,490.80
Total Fixed Invoiced Cost		-£5,179.79	-£7,862.24	-6.50%	-£16,666.48	-6.05%	-£16,665.66	-£0.82
Plus Client Issues:								
Client Issues Recharged	£12,487.81	£14,281.87	£19,447.26	7.53%	£19,293.76			
Total Client Issues	£12,487.81	£14,281.87	£19,447.26	7.53%	£19,293.76			
Total Invoiced Cost Pre Vat	£12,487.81	£9,102.08	£11,585.02	1.03%	£2,627.28			
Plus VAT:								
Input VAT	£8,755.55	£7,403.26	£6,821.58	4.25%	£10,889.38			
Output VAT	-£333.60	-£46.61						
Total VAT	£8,421.95	£7,356.65	£6,821.58	4.25%	£10,889.38			
Total Invoiced Cost Plus VAT	£20,909.76	£16,458.73	£18,406.60	5.27%	£13,516.66			
Plus Additional Invoices/Credits:								
Net Invoice Value			-£167.50					
VAT Charged			-£5.50					
Total Additional Invoice/Credit			-£173.00					

section three

monthly
comparative analysis ~
budget vs actuals

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

Month of :	Jan-17	Jan-18	Jan-19						Jan-20
Budget Heading	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bgdtd Sales	Budget	Variance	
Sales :									
Sales	£23,218.00	£27,283.68	£31,112.98	94.32%	£35,705.04	92.44%	£36,854.09	-£1,149.05	
Adult Sales		£80.96	£247.64	0.84%	£317.09	0.61%	£241.92	£75.17	
Free Student Meals				3.04%	£1,150.20	2.37%	£945.56	£204.64	
Free Staff Meals				0.75%	£284.04	0.82%	£328.32	-£44.28	
Hospitality				1.05%	£397.72	3.75%	£1,497.00	-£1,099.28	
Client Issues	£1,038.46	£1,242.50	£1,847.07						
Total Sales	£24,256.46	£28,607.14	£33,207.69	100.00%	£37,854.09	100.00%	£39,866.89	-£2,012.80	
Less Consumption :									
Opening Stock		£4,475.64	£6,362.55	15.21%	£5,758.65			£5,758.65	
Cost of Sales	£13,461.00	£14,938.92	£17,686.17	53.58%	£20,281.29	49.00%	£19,535.07	£746.22	
Less Closing Stock		-£6,492.41	-£7,439.62	-20.07%	-£7,595.52			-£7,595.52	
Total Consumption	£13,461.00	£12,922.15	£16,609.10	48.73%	£18,444.42	49.00%	£19,535.07	-£1,090.65	
Gross Profit :									
Total Gross Profit	£10,795.46	£15,684.99	£16,598.59	51.27%	£19,409.67	51.00%	£20,331.82	-£922.15	
Gross Profit %	44.51%	54.83%	49.98%		51.27%		51.00%	0.28%	
Less Labour:									
Basic Pay	£8,354.00	£8,090.37	£9,274.22	41.54%	£15,723.87	26.60%	£10,605.00	£5,118.87	
Employers' NI		£567.20	£319.43	1.54%	£581.17			£581.17	
Employers Pens		£57.35	£68.77	0.44%	£166.20			£166.20	
NEST Pens									
PAYE		£319.40							
Overtime									
Apprenticeship Levy		£43.57	£46.37	0.17%	£63.61			£63.61	
Other Deductions		-£231.26							
Sick Pay									
DBS Check									
Total Labour Costs	£8,354.00	£8,846.63	£9,708.79	43.68%	£16,534.85	26.60%	£10,605.00	£5,929.85	
Less Expenses:									
Disposables	£989.54	£169.47	£172.82	-0.15%	-£55.53	1.03%	£409.62	-£465.15	
Cleaning Materials	£222.70	£193.67	£199.66	0.17%	£64.25			£64.25	
IT Equipment & Recharge				1.42%	£536.09				
Uniforms & Laundry	£250.00	£3.99		0.49%	£183.88			£183.88	
Marketing Expenses	£250.00								
Equipment Purchases									
Equipment Hire	£120.00								
Deep Clean									
Bank / Credit Card Charges									
Cash Collection	£250.00								
Subcontracted Deep Clean Costs									
Sundry Expenses	£40.09								
Telephone									
Waste Collection									
Stationary & Postage	£87.67		£49.98	0.22%	£84.45			£84.45	
Training									
Depreciation	£500.00	£1,008.33	£1,008.33	3.74%	£1,415.33	3.55%	£1,415.75	-£0.42	
Staff Advertising & Recruitment									
CRB									
Stock Movement		£40.78	-£195.21	-0.82%	-£308.70			-£308.70	
Management Fee	£1,250.00	£500.00	£500.00	1.36%	£515.00	1.29%	£515.00		
Total Expenses	£3,960.00	£1,916.24	£1,735.58	6.43%	£2,434.77	5.87%	£2,340.37	£94.40	
Total Overheads	£12,314.00	£10,762.87	£11,444.37	50.11%	£18,969.62	32.47%	£12,945.37	£6,024.25	
Less Gross Profit	-£10,795.46	-£15,684.99	-£16,598.59	-51.27%	-£19,409.67	-51.00%	-£20,331.82	£922.15	
NET COST OF CATERING	£1,518.54	-£4,922.12	-£5,154.22	-1.16%	-£440.05	-18.53%	-£7,386.45	£6,946.40	
Plus Adjustment:									
Balancing Subsidy	-£1,518.54	£4,422.12	£4,368.04	-3.24%	-£1,226.62	14.35%	£5,720.38	-£6,947.00	
Total Adjustments	-£1,518.54	£4,422.12	£4,368.04	-3.24%	-£1,226.62	14.35%	£5,720.38	-£6,947.00	
Total Fixed Invoiced Cost		-£500.00	-£786.18	-4.40%	-£1,666.67	-4.18%	-£1,666.07	-£0.60	
Plus Client Issues:									
Client Issues Recharged	£1,038.46	£1,242.50	£1,847.07	4.84%	£1,831.96				
Total Client Issues	£1,038.46	£1,242.50	£1,847.07	4.84%	£1,831.96				
Total Invoiced Cost Pre Vat	£1,038.46	£742.50	£1,060.89	0.44%	£165.29				
Plus VAT:									
Input VAT	£1,117.81	£830.32	£876.32	4.91%	£1,857.72				
Output VAT	-£11.18								
Total VAT	£1,106.63	£830.32	£876.32	4.91%	£1,857.72				
Total Invoiced Cost Plus VAT	£2,145.09	£1,572.82	£1,937.21	5.34%	£2,023.01				
Plus Additional Invoices/Credits:									
Net Invoice Value									
VAT Charged									
Total Additional Invoice/Credit									

section four
**performance tracker
schedule**

Bishop Vesey's Grammar School ~ Performance Tracker Schedule



Gross Profit Tracker

Gross Profit Tracker	Month 1	Month 2	Month 3	1st Quarter Average
Gross Profit	50.37%	48.24%	48.62%	49.08%

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit	49.42%	0.00%	46.88%	32.10%

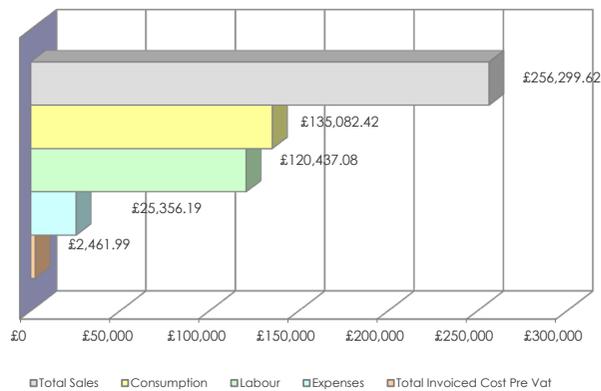
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	34.28%	51.65%	48.27%	44.73%

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit	51.27%			

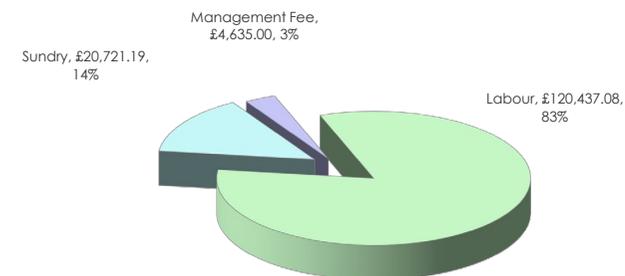
Monthly Performance Summary

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	YTD
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Total Sales	£19,963	£23,397	£26,530	£17,970	£0.00	£36,429	£35,283	£32,360	£26,513	£37,854			£256,299.62
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%	53.12%	65.72%	48.35%	51.73%	48.73%			52.70%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%	46.88%	34.28%	51.65%	48.27%	51.27%			47.30%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%	30.90%	36.35%	45.09%	59.22%	43.68%			46.99%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%	7.44%	6.67%	5.49%	9.15%	5.07%			8.83%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%	1.41%	1.46%	1.59%	1.94%	1.36%			2.12%
Net Cost of Catering	£3,929.21	£2,219.56	-\$976.88	£3,726.44	£11,542.73	-\$2,597.56	£3,599.07	£167.32	£5,841.00	-\$440.05			£27,010.84
Variance	£163.05	£1,490.84	-\$1,447.30	£1,691.77	-\$993.02	£4,741.30	£8,690.81	£7,481.53	£7,724.60	£6,946.40			£36,489.98

Total Invoice Breakdown ~ YTD



Breakdown of Overheads ~ YTD



section five

contractor's invoices & trading accounts

INVOICE

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



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

Invoice Number: S300-W-14477

Invoice Date: 31st Jan 2020

Description	Net	Vat	Gross
Services Provided :	£165.29	£1,857.72	£2,023.01
<hr/>			
Your Output VAT on Sales @20% of	£-317.09	is	£-63.42
Your Output VAT on Sales @0% of	£-35,705.04	is	£0.00
Your Input VAT on Purchases @20% of	£4,671.70	is	£934.34
Your Input VAT on Purchases @0% of	£13,050.54	is	£0.00
Your Input VAT on Labour @20% of	£3,003.67	is	£600.73
Your Input VAT on Labour @0% of	£13,531.18	is	£0.00
Your Input VAT on Other @20% of	£1,930.33	is	£386.07
Your Input VAT on Other @0% of	£0.00	is	£0.00
TOTAL	£165.29		£1,857.72

Net Total: £165.29
Vat Total: £1,857.72
Net Total: £2,023.01

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 2020 - 31st Jan 2020



Description	Net
Cash Sales	
Catering Cashless Adults	317.09
Catering Cashless Students	34,564.58
Catering Cash Students	1,140.46
Subtotal Cash Sales	36,022.13
Credit Sales	
Duty Meals	284.04
FSM	1,150.20
Hospitality	397.72
Subtotal Credit Sales	1,831.96
Total Sales	37,854.09
Cost of Sales	
Opening Stock	5,758.65 (19/12/2019)
Purchases	20,281.29
Closing Stock	7,595.52 (30/01/2020)
Consumption	18,380.95
Gross Profit	19,473.14
GP%	51.44%
Labour	
Labour	13,531.18
Agency Labour	3,003.67
Total Labour	16,534.85
Sundries	
Opening Stock	327.75 (19/12/2019)
Cleaning Materials	64.25
Light Equipment	536.09
Non Food Disposables	-55.53
Stationery	84.45
Uniforms	183.88
Closing Stock	636.45 (30/01/2020)
Total Sundries	504.44
Extra Costs	
Management Fee	515.00

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



Depreciation	1,415.33
Total Extra Costs	1,930.33
Net Operating Cost	-503.52
Invoice Reconciliation	
Net Cost of Catering	-503.52
Credit Sales	1,831.96
Cost Adjustment	-1,163.15
Invoice Value	165.29

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



	1st Jan 2020 (Wed)	2nd Jan 2020 (Thu)	3rd Jan 2020 (Fri)	4th Jan 2020 (Sat)	5th Jan 2020 (Sun)	6th Jan 2020 (Mon)	7th Jan 2020 (Tue)
Duty Meals	0	0	0	0	0	11	13
Unit Price	0.00	0.00	0.00	0.00	0.00	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	0.00	11.88	14.04
FSM	0	0	0	0	0	48	45
Unit Price	0.00	0.00	0.00	0.00	0.00	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	0.00	51.84	48.60
	8th Jan 2020 (Wed)	9th Jan 2020 (Thu)	10th Jan 2020 (Fri)	11th Jan 2020 (Sat)	12th Jan 2020 (Sun)	13th Jan 2020 (Mon)	14th Jan 2020 (Tue)
Duty Meals	17	15	11	0	0	17	10
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	18.36	16.20	11.88	0.00	0.00	18.36	10.80
FSM	51	49	48	0	0	49	56
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	55.08	52.92	51.84	0.00	0.00	52.92	60.48
	15th Jan 2020 (Wed)	16th Jan 2020 (Thu)	17th Jan 2020 (Fri)	18th Jan 2020 (Sat)	19th Jan 2020 (Sun)	20th Jan 2020 (Mon)	21st Jan 2020 (Tue)
Duty Meals	15	12	7	0	0	14	10
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	16.20	12.96	7.56	0.00	0.00	15.12	10.80
FSM	61	56	57	0	0	52	56
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	65.88	60.48	61.56	0.00	0.00	56.16	60.48

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



	22nd Jan 2020 (Wed)	23rd Jan 2020 (Thu)	24th Jan 2020 (Fri)	25th Jan 2020 (Sat)	26th Jan 2020 (Sun)	27th Jan 2020 (Mon)	28th Jan 2020 (Tue)
Duty Meals	14	11	9	0	0	13	16
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	15.12	11.88	9.72	0.00	0.00	14.04	17.28
FSM	59	58	52	0	0	51	53
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	63.72	62.64	56.16	0.00	0.00	55.08	57.24
	29th Jan 2020 (Wed)	30th Jan 2020 (Thu)	31st Jan 2020 (Fri)				
Duty Meals	17	17	14				
Unit Price	1.08	1.08	1.08				
Net Charge	18.36	18.36	15.12				
FSM	55	52	57				
Unit Price	1.08	1.08	1.08				
Net Charge	59.40	56.16	61.56				

Quantity Total	1328	
Net Total	1,434.24	
Duty Meals	Quantity	263
	Net Charge	284.04
FSM	Quantity	1065
	Net Charge	1,150.20

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



Date	Description	Qty	Unit Price	Net
6th Jan 2020	milk for IT dept	1	1.45	1.45
6th Jan 2020	Milk for G.Swindells	1	1.45	1.45
6th Jan 2020	Milk for Main office	1	1.45	1.45
6th Jan 2020	Milk for staff room	3	1.45	4.35
7th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
8th Jan 2020	Cookies for Martha	30	0.55	16.50
8th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
9th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
9th Jan 2020	cookies and water c howell	16	1.00	16.00
10th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
13th Jan 2020	milk. it department	1	1.45	1.45
13th Jan 2020	milk. finance office	1	1.45	1.45
13th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
13th Jan 2020	visitor lunch chemistry	1	2.52	2.52
14th Jan 2020	MILK MATHS OFFICE	1	1.45	1.45
15th Jan 2020	MILK STAFF ROOM	3	1.45	4.35
16th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



16th Jan 2020	Bottle water for Admin Visitor	1	0.90	0.90
16th Jan 2020	milk for science	1	1.45	1.45
17th Jan 2020	cookies and water c howell	17	1.00	17.00
17th Jan 2020	milk maths	1	1.45	1.45
17th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
20th Jan 2020	milk. finance office	1	1.45	1.45
20th Jan 2020	milk staff room	3	1.45	4.35
21st Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
22nd Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
22nd Jan 2020	milk. maths department	1	1.45	1.45
23rd Jan 2020	milk for exams	1	1.45	1.45
23rd Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
23rd Jan 2020	Coffee for Visitors Mr Howells	2	0.65	1.30
23rd Jan 2020	Packet lunch For Hockey	17	2.20	37.40
23rd Jan 2020	Cookies & Water For Hockey	16	1.00	16.00
23rd Jan 2020	Cookies for Martha	30	0.55	16.50
23rd Jan 2020	Sandwiches for Year 11 Parents Evening	15	1.30	19.50
23rd Jan 2020	Water for Parents Evening	72	0.45	32.40
24th Jan 2020	milk. maths	1	1.45	1.45

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2020 - 31st Jan 2020



24th Jan 2020	beverages art department	6	0.65	3.90
24th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
27th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
27th Jan 2020	Governors water, fruit, biscuits, tea & Coffee	20	1.65	33.00
27th Jan 2020	Fruit Juice, Fruit & Cookies Hockey Mr Howell	17	1.65	28.05
27th Jan 2020	Milk maths	1	1.45	1.45
27th Jan 2020	Milk for exams office	1	1.45	1.45
27th Jan 2020	ham and cheese bagutte mr whiteing	1	1.55	1.55
28th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
28th Jan 2020	Sandwiches, fruit, water, cakes Mr Goodwin	6	2.70	16.20
29th Jan 2020	milk for finance office	1	1.45	1.45
29th Jan 2020	cookies for martha	30	0.55	16.50
29th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
30th Jan 2020	milk for maths	1	1.45	1.45
30th Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
30th Jan 2020	water and cookies chris howell	16	1.00	16.00
31st Jan 2020	Tea & Coffee for speaker N.Ashby	1	0.65	0.65
31st Jan 2020	staff room service . Graham Swindells	3	1.45	4.35
				397.72

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