

# Catering Account Monitoring

## Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

August 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 August 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 five of trading, the net cost of catering is £5.1k favourable to budget, due to total sales being £3.5k over budget. This is coupled with a gross profit margin of 53.05%, 1.61% above budget. Sundry costs are also £1.6k below budget.

We have received a credit note of £140 for the cricket catering which was charged twice in June. We have included this within our additional invoice/credits section of our monitoring.

We have also received clarification that July's training levy charge was added to August billing, therefore we have adjusted our monitoring to reflect this.

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 Five**  
**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	2018/18 Actual	% of Bdgtd Sales	2018/19 Budget	2018/19 Variance
<b>Sales :</b>										
Sales		£56,333.07	£58,681.00	£69,841.68	£61,392.95	90.72%	£78,460.20	93.59%	£77,679.82	£780.38
Adult Sales					£255.54	0.72%	£623.84			£623.84
Client Issues		£4,545.58	£5,109.00	£4,455.48	£5,124.49	8.56%	£7,400.88	6.41%	£5,317.99	£2,082.89
<b>Total Sales</b>		<b>£60,878.65</b>	<b>£63,790.00</b>	<b>£74,297.16</b>	<b>£66,772.98</b>	<b>100.00%</b>	<b>£86,484.92</b>	<b>100.00%</b>	<b>£82,997.81</b>	<b>£3,487.11</b>
<b>Less Consumption :</b>										
Opening Stock					£20,605.90	33.84%	£29,265.55			£29,265.55
Cost of Sales		£35,240.63	£30,580.00	£35,204.05	£40,062.22	44.03%	£38,078.19	48.56%	£40,303.72	£-2,225.53
Less Closing Stock					£-24,324.98	-30.92%	£-26,741.71			£-26,741.71
<b>Total Consumption</b>		<b>£35,240.63</b>	<b>£30,580.00</b>	<b>£35,204.05</b>	<b>£36,343.14</b>	<b>46.95%</b>	<b>£40,602.03</b>	<b>48.56%</b>	<b>£40,303.72</b>	<b>£298.31</b>
<b>Gross Profit :</b>										
<b>Total Gross Profit</b>		<b>£25,638.02</b>	<b>£33,210.00</b>	<b>£39,093.11</b>	<b>£30,429.84</b>	<b>53.05%</b>	<b>£45,882.89</b>	<b>51.44%</b>	<b>£42,694.09</b>	<b>£3,188.80</b>
<b>Gross Profit %</b>		<b>42.11%</b>	<b>52.06%</b>	<b>52.62%</b>	<b>45.57%</b>		<b>53.05%</b>		<b>51.44%</b>	<b>1.61%</b>
<b>Less Labour:</b>										
Basic Pay	£5,411.84	£37,188.70	£37,620.00	£40,735.75	£36,244.47	51.97%	£44,944.01	57.31%	£47,570.00	£-2,625.99
Employers' NI	£192.25				£2,763.83	1.95%	£1,690.28			£1,690.28
Employers Pens	£50.21				£288.99	0.41%	£353.77			£353.77
NEST Pens	£4.30									
PAYE					£1,631.60					
Overtime										
Apprenticeship Levy					£166.79	0.26%	£224.70			£224.70
Other Deductions					£433.58	0.00%	£3.59			£3.59
Sick Pay										
DBS Check										
<b>Total Labour Costs</b>	<b>£5,658.60</b>	<b>£37,188.70</b>	<b>£37,620.00</b>	<b>£40,735.75</b>	<b>£41,529.26</b>	<b>54.59%</b>	<b>£47,216.35</b>	<b>57.31%</b>	<b>£47,570.00</b>	<b>£-353.65</b>
<b>Less Expenses:</b>										
Disposables		£1,463.65	£431.00	£2,450.27	£-37.82	0.72%	£626.23	3.27%	£2,714.60	£-2,088.37
Cleaning Materials		£1,606.24	£567.00	£723.17	£517.57	0.27%	£236.63			£236.63
IT Equipment & Recharge	£8.00	£100.00								
Uniforms & Laundry	£497.67	£1,333.32			£1,602.16					
Marketing Expenses		£625.00	£625.00	£250.00		0.03%	£28.33			£28.33
Equipment Purchases	£1,147.89	£1,500.00			£294.25	0.03%	£23.02			£23.02
Equipment Hire			£600.00	£600.00		0.03%	£28.96			£28.96
Deep Clean	£-100.00	£500.00		£1,350.00						
Bank / Credit Card Charges	£24.97									
Cash Collection	£83.08	£682.50	£1,250.00	£1,250.00						
Subcontracted Deep Clean Costs	£100.00									
Sundry Expenses			£452.00	£520.00	£0.03					
Telephone										
Subcontracted Refuse										
Stationary & Postage		£187.47	£605.00	£438.35		0.03%	£22.26			£22.26
Training		£493.33								
Depreciation		£2,500.00	£2,500.00	£2,500.00	£5,041.32	5.83%	£5,041.65	6.07%	£5,040.33	£1.32
Staff Advertising & Recruitment		£31.50								
CRB										
Stock Movement				£200.45	£-517.03	0.17%	£147.31			£147.31
Management Fee	£1,056.33	£6,666.65	£6,665.00	£6,250.00	£2,500.00	2.89%	£2,500.00	3.01%	£2,500.00	
<b>Total Expenses</b>	<b>£2,817.94</b>	<b>£17,689.66</b>	<b>£13,695.00</b>	<b>£16,532.24</b>	<b>£9,400.48</b>	<b>10.01%</b>	<b>£8,654.39</b>	<b>12.36%</b>	<b>£10,254.93</b>	<b>£-1,600.54</b>
<b>Total Overheads</b>	<b>£8,476.54</b>	<b>£54,878.36</b>	<b>£51,315.00</b>	<b>£57,267.99</b>	<b>£50,929.74</b>	<b>64.60%</b>	<b>£55,870.74</b>	<b>69.67%</b>	<b>£57,824.93</b>	<b>£-1,954.19</b>
<b>Less Gross Profit</b>		<b>£-25,638.02</b>	<b>£-33,210.00</b>	<b>£-39,093.11</b>	<b>£-30,429.84</b>	<b>-53.05%</b>	<b>£-45,882.89</b>	<b>-51.44%</b>	<b>£-42,694.09</b>	<b>£-3,188.80</b>
<b>NET COST OF CATERING</b>	<b>£8,476.54</b>	<b>£29,240.34</b>	<b>£18,105.00</b>	<b>£18,174.88</b>	<b>£20,499.90</b>	<b>11.55%</b>	<b>£9,987.85</b>	<b>18.23%</b>	<b>£15,130.84</b>	<b>£-5,142.99</b>
<b>Plus Adjustment:</b>										
Balancing Subsidy	£-9,180.54	£-26,209.99	£-17,663.20	£-18,174.88	£-23,177.68	-16.09%	£-13,918.71	-22.97%	£-19,061.65	£5,142.94
<b>Total Adjustments</b>	<b>£-9,180.54</b>	<b>£-26,209.99</b>	<b>£-17,663.20</b>	<b>£-18,174.88</b>	<b>£-23,177.68</b>	<b>-16.09%</b>	<b>£-13,918.71</b>	<b>-22.97%</b>	<b>£-19,061.65</b>	<b>£5,142.94</b>
<b>Total Fixed Invoiced Cost</b>	<b>£-£704.00</b>	<b>£3,030.35</b>	<b>£441.80</b>	<b>£-£2,677.78</b>	<b>£-£2,677.78</b>	<b>-4.55%</b>	<b>£-£3,930.86</b>	<b>-4.74%</b>	<b>£-£3,930.81</b>	<b>£-£0.05</b>
<b>Plus Client Issues:</b>										
Client Issues Recharged		£4,545.58	£5,146.10	£4,455.98	£5,124.49	8.56%	£7,400.88			
<b>Total Client Issues</b>		<b>£4,545.58</b>	<b>£5,146.10</b>	<b>£4,455.98</b>	<b>£5,124.49</b>	<b>8.56%</b>	<b>£7,400.88</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£-£704.00</b>	<b>£7,575.93</b>	<b>£5,587.90</b>	<b>£4,455.98</b>	<b>£2,446.71</b>	<b>4.01%</b>	<b>£3,470.02</b>			
<b>Plus VAT:</b>										
Input VAT	£563.59	£2,651.75	£2,212.04	£3,638.51	£3,956.06	3.08%	£2,660.51			
Output VAT		£-35.03	£477.42	£-102.14	£-46.61					
<b>Total VAT</b>	<b>£563.59</b>	<b>£2,616.72</b>	<b>£2,689.46</b>	<b>£3,536.37</b>	<b>£3,909.45</b>	<b>3.08%</b>	<b>£2,660.51</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£-£140.41</b>	<b>£10,192.65</b>	<b>£8,277.36</b>	<b>£7,992.35</b>	<b>£6,356.16</b>	<b>7.09%</b>	<b>£6,130.53</b>			
<b>Plus Additional Invoices/Credits:</b>										
Net Invoice Value		£-1,334.55				-0.19%	£-167.50			
VAT Charged		£-79.17				-0.01%	£-5.50			
<b>Total Additional Invoice/Credit</b>		<b>£-1,413.72</b>				<b>-0.20%</b>	<b>£-173.00</b>			

section three

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

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

Month of :	Aug-13	Aug-14	Aug-15	Aug-16	Aug-17	Aug-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 Bdgtd Sales</b>	<b>Budget</b>	<b>Variance</b>
<b>Sales :</b>										
Sales				£976.34						
Adult Sales										
Client Issues				£32.30						
<b>Total Sales</b>				<b>£1,008.64</b>						
<b>Less Consumption :</b>										
Opening Stock					£3,719.08		£3,663.28			£3,663.28
Cost of Sales				£450.50			-£25.45			-£25.45
Less Closing Stock					-£3,719.08		-£3,663.28			-£3,663.28
<b>Total Consumption</b>				<b>£450.50</b>			<b>-£25.45</b>			<b>-£25.45</b>
<b>Gross Profit :</b>										
<b>Total Gross Profit</b>				<b>£558.14</b>			<b>£25.45</b>			<b>£25.45</b>
<b>Gross Profit %</b>				<b>55.34%</b>						
<b>Less Labour:</b>										
Basic Pay	£5,411.84	£7,412.00	£7,176.00	£7,926.32	£7,638.27		£8,935.07		£9,514.00	-£578.93
Employers' NI	£192.25				£576.87		£316.19			£316.19
Employers Pens	£50.21				£59.08		£68.81			£68.81
NEST Pens	£4.30									
PAYE					£70.00					
Overtime										
Apprenticeship Levy					£40.13		£87.82			£87.82
Other Deductions					£17.95		£3.59			£3.59
Sick Pay										
DBS Check										
<b>Total Labour Costs</b>	<b>£5,658.60</b>	<b>£7,412.00</b>	<b>£7,176.00</b>	<b>£7,926.32</b>	<b>£8,402.30</b>		<b>£9,411.48</b>		<b>£9,514.00</b>	<b>-£102.52</b>
<b>Less Expenses:</b>										
Disposables				£452.11	-£3,627.00				£542.92	-£542.92
Cleaning Materials				£88.00						
IT Equipment & Recharge	£8.00									
Uniforms & Laundry	£497.67	£1,000.00								
Marketing Expenses		£125.00	£125.00							
Equipment Purchases	£1,147.89	£1,200.00								
Equipment Hire			£120.00	£120.00						
Deep Clean	-£100.00			£1,350.00						
Bank / Credit Card Charges	£24.97									
Cash Collection	£83.08	£136.50	£250.00	£250.00						
Subcontracted Deep Clean Costs	£100.00									
Sundry Expenses				£104.00						
Telephone										
Subcontracted Refuse										
Stationary & Postage		£20.83	£121.00	£87.67						
Training		£398.83								
Depreciation		£500.00	£500.00	£500.00	£1,008.33		£1,008.33		£1,008.00	£0.33
Staff Advertising & Recruitment										
CRB										
Stock Movement				£40.09						
Management Fee	£1,056.33	£1,333.33	£1,333.00	£1,250.00	£500.00		£500.00		£500.00	
<b>Total Expenses</b>	<b>£2,817.94</b>	<b>£4,714.49</b>	<b>£2,449.00</b>	<b>£4,241.87</b>	<b>-£2,118.67</b>		<b>£1,508.33</b>		<b>£2,050.92</b>	<b>-£542.59</b>
<b>Total Overheads</b>	<b>£8,476.54</b>	<b>£12,126.49</b>	<b>£9,625.00</b>	<b>£12,168.19</b>	<b>£6,283.63</b>		<b>£10,919.81</b>		<b>£11,564.92</b>	<b>-£645.11</b>
<b>Less Gross Profit</b>				<b>-£558.14</b>			<b>-£25.45</b>			<b>-£25.45</b>
<b>NET COST OF CATERING</b>	<b>£8,476.54</b>	<b>£12,126.49</b>	<b>£9,625.00</b>	<b>£11,610.05</b>	<b>£6,283.63</b>		<b>£10,894.36</b>		<b>£11,564.92</b>	<b>-£670.56</b>
<b>Plus Adjustment:</b>										
Balancing Subsidy	-£9,180.54	-£11,520.42	-£9,536.70	-£11,610.05	-£6,783.63		-£11,680.53		-£12,351.07	£670.54
<b>Total Adjustments</b>	<b>-£9,180.54</b>	<b>-£11,520.42</b>	<b>-£9,536.70</b>	<b>-£11,610.05</b>	<b>-£6,783.63</b>		<b>-£11,680.53</b>		<b>-£12,351.07</b>	<b>£670.54</b>
<b>Total Fixed Invoiced Cost</b>	<b>-£704.00</b>	<b>£606.07</b>	<b>£88.30</b>	<b>£32.30</b>	<b>-£500.00</b>		<b>-£786.17</b>		<b>-£786.15</b>	<b>-£0.02</b>
<b>Plus Client Issues:</b>										
Client Issues Recharged				£32.30						
<b>Total Client Issues</b>				<b>£32.30</b>						
<b>Total Invoiced Cost Pre Vat</b>	<b>-£704.00</b>	<b>£606.07</b>	<b>£88.30</b>	<b>£32.30</b>	<b>-£500.00</b>		<b>-£786.17</b>			
<b>Plus VAT:</b>										
Input VAT	£563.59	£121.21	£266.67	£443.02	£301.67		£301.67			
Output VAT				-£6.41						
<b>Total VAT</b>	<b>£563.59</b>	<b>£121.21</b>	<b>£266.67</b>	<b>£436.61</b>	<b>£301.67</b>		<b>£301.67</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>-£140.41</b>	<b>£727.28</b>	<b>£354.97</b>	<b>£468.91</b>	<b>-£198.33</b>		<b>-£484.50</b>			
<b>Plus Additional Invoices/Credits:</b>										
Net Invoice Value							-£140.00			
VAT Charged										
<b>Total Additional Invoice/Credit</b>							<b>-£140.00</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%		

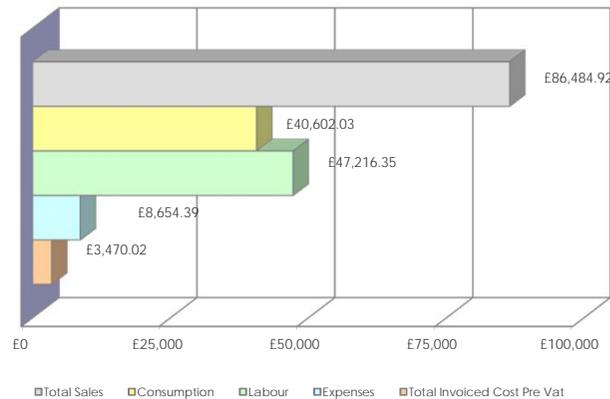
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

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	£25,832	£17,329	£0.00								£86,484.92
Consumption	43.20%	48.44%	43.95%	53.51%	0.00%								46.95%
Gross Profit	56.80%	51.56%	56.05%	46.49%	0.00%								53.05%
Labour	52.04%	39.46%	36.09%	52.06%	0.00%								54.59%
Sundries	6.32%	5.33%	5.27%	7.44%	0.00%								7.12%
Management Fee	2.66%	2.04%	1.94%	2.89%	0.00%								2.89%
Net Cost of Catering	£793.61	-£1,159.47	-£3,295.23	£2,754.58	£10,894.36								£9,987.85
Variance	-£2,152.66	-£377.26	-£1,411.24	-£531.27	-£670.56								-£5,142.99

### 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



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

UNIT S300

Invoice Number: 08/S300/18C  
Invoice Date: 31/08/2018

Description	Quantity	Price	Net	Vat	Gross
<b>June 2018 Invoice</b>					
Hospitality Overcharge	56	£2.50	£140.00	£0.00	£140.00

Net Total: **£140.00**  
Vat Total: **£0.00**  
Gross Total: **£140.00**

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-4444  
Invoice Date: 31st Aug 2018

Description	Net	Vat	Gross
Services Provided :	£-786.17	£301.67	£-484.50
<hr/>			
Your Output VAT on Sales @20% of	£0.00	is	£0.00
Your Output VAT on Sales @0% of	£0.00	is	£0.00
Your Input VAT on Purchases @20% of	£0.00	is	£0.00
Your Input VAT on Purchases @0% of	£-11,705.98	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,411.48	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	£-786.17		£301.67

Net Total: £-786.17  
Vat Total: £301.67  
Net Total: £-484.50

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 Aug 2018 - 31st Aug 2018



Description	Net
Cash Sales	
Subtotal Cash Sales	0.00
<b>Total Sales</b>	<b>0.00</b>
Cost of Sales	
Opening Stock	3663.28 (20/07/2018)
Purchases	-25.45
Closing Stock	3663.28 (27/08/2018)
Consumption	-25.45
<b>Gross Profit</b>	<b>25.45</b>
<b>GP%</b>	<b>0.00%</b>
Labour	
Labour	9,411.48
<b>Total Labour</b>	<b>9,411.48</b>
Sundries	
Opening Stock	315.88 (20/07/2018)
Purchases	0.00
Closing Stock	315.88 (27/08/2018)
<b>Total Sundries</b>	<b>0.00</b>
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
<b>Total Extra Charges</b>	<b>1,508.33</b>
<b>Net Operating Cost</b>	<b>10,894.36</b>
Invoice Reconciliation	
Net Cost of Catering	10,894.36
Cost Adjustment	-11,680.53
Credit Sales	0.00
<b>Invoice Value (GBP)</b>	<b>-786.17</b>



# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Type	Date	Supplier	Reference	Net	VAT	Gross
Food Purchases						
Purchases - Credit Note	22nd Sep 2017	Delice de France	400035171	-25.45	-0.00	-25.45
				-25.45	0.00	-25.45
Management Fee						
Regular Cost	August 2018	-	Management Fee	500.00	100	600
				500.00	100.00	600.00
Depreciation						
Regular Cost	August 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00
				1,482.88	301.67	1,784.55

section six

# client issue summary

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**

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