

# Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

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Senior Consultant

The Litmus Partnership Limited

February 2020



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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 February 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 eleven, the net cost of catering is £41.4k adverse to budget, due mainly to cash sales being £19.8k below budget, coupled with a gross profit being 3.33% under budget.

Whilst we are waiting for previous months clarification regarding costing of hospitality, the costs seem to be more standardised this month. 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 Eleven**  
**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 Bdgtd Sales	2019/20 Budget	2019/20 Variance
<b>Sales :</b>								
Sales	£211,691.01	£210,182.73	£267,452.55	91.86%	£261,461.14	92.44%	£281,364.35	-£19,903.21
Adult Sales	£503.50	£698.09	£1,824.37	0.67%	£1,917.58	0.61%	£1,846.95	£70.63
Free Student Meals				2.46%	£6,994.44	2.06%	£6,273.37	£721.07
Free Staff Meals				0.85%	£2,408.40	0.82%	£2,506.60	-£98.20
Hospitality				3.84%	£10,926.62	3.76%	£11,432.27	-£505.65
Client Issues	£13,256.12	£15,768.70	£20,990.25	0.32%	£919.08	0.31%	£945.56	-£26.48
<b>Total Sales</b>	<b>£225,450.63</b>	<b>£226,649.52</b>	<b>£290,267.17</b>	<b>100.00%</b>	<b>£284,627.26</b>	<b>100.00%</b>	<b>£304,369.10</b>	<b>-£19,741.84</b>
<b>Less Consumption :</b>								
Opening Stock		£50,485.41	£69,142.98	27.20%	£77,427.76			£77,427.76
Cost of Sales	£105,092.10	£118,382.31	£140,088.03	52.30%	£148,857.76	49.00%	£149,141.45	-£283.69
Less Closing Stock		-£52,710.09	-£70,804.60	-27.18%	-£77,347.52			-£77,347.52
<b>Total Consumption</b>	<b>£105,092.10</b>	<b>£116,157.63</b>	<b>£138,426.41</b>	<b>52.33%</b>	<b>£148,938.00</b>	<b>49.00%</b>	<b>£149,141.45</b>	<b>-£203.45</b>
<b>Gross Profit :</b>								
<b>Total Gross Profit</b>	<b>£120,358.53</b>	<b>£110,491.89</b>	<b>£151,840.76</b>	<b>47.67%</b>	<b>£135,689.26</b>	<b>51.00%</b>	<b>£155,227.65</b>	<b>-£19,538.39</b>
<b>Gross Profit %</b>	<b>53.39%</b>	<b>48.75%</b>	<b>52.31%</b>		<b>47.67%</b>		<b>51.00%</b>	<b>-3.33%</b>
<b>Less Labour:</b>								
Basic Pay	£94,209.87	£86,220.87	£101,219.92	43.62%	£124,143.91	38.33%	£116,655.00	£7,488.91
Employers' NI		£6,366.47	£3,676.08	0.90%	£2,554.88			£2,554.88
Employers Pens		£887.32	£778.03	0.36%	£1,016.59			£1,016.59
NEST Pens								
PAYE		£3,289.20						
Overtime								
Apprenticeship Levy		£436.07	£500.78	0.13%	£367.37			£367.37
Other Deductions		£321.98	-£44.60	1.12%	£3,186.90			£3,186.90
Sick Pay				1.04%	£2,956.36			£2,956.36
DBS Check								
<b>Total Labour Costs</b>	<b>£94,209.87</b>	<b>£97,521.91</b>	<b>£106,130.21</b>	<b>47.16%</b>	<b>£134,226.01</b>	<b>38.33%</b>	<b>£116,655.00</b>	<b>£17,571.01</b>
<b>Less Expenses:</b>								
Disposables	£5,433.31	£2,133.79	£2,123.99	1.01%	£2,882.01	1.89%	£5,745.16	-£2,863.15
Cleaning Materials	£1,795.74	£1,473.96	£996.96	0.52%	£1,467.84			£1,467.84
IT Equipment & Recharge				0.19%	£536.09			£536.09
Uniforms & Laundry	£250.00	£1,871.03	£543.84	0.55%	£1,557.34			£1,557.34
Marketing Expenses	£750.00	£15.54	£28.33					
Equipment Purchases		£899.84	£140.76	0.13%	£377.71			£377.71
Equipment Hire	£1,320.00		£28.96					
Deep Clean	£1,350.00			0.46%	£1,299.00			£1,299.00
Bank / Credit Card Charges								
Cash Collection	£2,750.00							
Subcontracted Deep Clean Costs		£1,249.00						
Sundry Expenses	£872.09	-£11.37		0.01%	£16.90			£16.90
Telephone		£64.83						
Waste Collection				0.53%	£1,521.55			£1,521.55
Stationary & Postage	£964.37	£108.75	£152.24	0.10%	£296.55			£296.55
Training								
Depreciation	£5,500.00	£11,091.30	£11,091.63	5.47%	£15,568.63	5.12%	£15,573.35	-£4.72
Staff Advertising & Recruitment								
CRB								
Stock Movement	£400.90	-£498.91	-£137.67	0.02%	£70.14			£70.14
Management Fee	£12,500.00	£5,500.00	£5,500.00	1.99%	£5,665.00	1.86%	£5,665.00	
<b>Total Expenses</b>	<b>£33,886.41</b>	<b>£23,897.76</b>	<b>£20,469.04</b>	<b>10.98%</b>	<b>£31,258.76</b>	<b>8.87%</b>	<b>£26,983.51</b>	<b>£4,275.25</b>
<b>Total Overheads</b>	<b>£128,096.28</b>	<b>£121,419.67</b>	<b>£126,599.25</b>	<b>58.14%</b>	<b>£165,484.77</b>	<b>47.19%</b>	<b>£143,638.51</b>	<b>£21,846.26</b>
<b>Less Gross Profit</b>	<b>-£120,358.53</b>	<b>-£110,491.89</b>	<b>-£151,840.76</b>	<b>-47.67%</b>	<b>-£135,689.26</b>	<b>-51.00%</b>	<b>-£155,227.65</b>	<b>£19,538.39</b>
<b>NET COST OF CATERING</b>	<b>£7,737.75</b>	<b>£10,927.78</b>	<b>-£25,241.51</b>	<b>10.47%</b>	<b>£29,795.51</b>	<b>-3.81%</b>	<b>-£11,589.14</b>	<b>£41,384.65</b>
<b>Plus Adjustment:</b>								
Balancing Subsidy	-£7,737.75	-£16,607.57	£16,593.09	-16.91%	-£48,128.66	-2.22%	-£6,743.08	-£41,385.58
<b>Total Adjustments</b>	<b>-£7,737.75</b>	<b>-£16,607.57</b>	<b>£16,593.09</b>	<b>-16.91%</b>	<b>-£48,128.66</b>	<b>-2.22%</b>	<b>-£6,743.08</b>	<b>-£41,385.58</b>
<b>Total Fixed Invoiced Cost</b>		<b>-£5,679.79</b>	<b>-£8,648.42</b>	<b>-6.44%</b>	<b>-£18,333.15</b>	<b>-6.02%</b>	<b>-£18,332.22</b>	<b>-£0.93</b>
<b>Plus Client Issues:</b>								
Client Issues Recharged	£13,824.91	£15,768.71	£20,990.25	7.47%	£21,248.54			
<b>Total Client Issues</b>	<b>£13,824.91</b>	<b>£15,768.71</b>	<b>£20,990.25</b>	<b>7.47%</b>	<b>£21,248.54</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£13,824.91</b>	<b>£10,088.92</b>	<b>£12,341.83</b>	<b>1.02%</b>	<b>£2,915.39</b>			
<b>Plus VAT:</b>								
Input VAT	£9,723.65	£8,082.49	£7,619.22	4.38%	£12,452.47			
Output VAT	-£347.53	-£46.61						
<b>Total VAT</b>	<b>£9,376.12</b>	<b>£8,035.88</b>	<b>£7,619.22</b>	<b>4.38%</b>	<b>£12,452.47</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£23,201.03</b>	<b>£18,124.80</b>	<b>£19,961.05</b>	<b>5.40%</b>	<b>£15,367.86</b>			
<b>Plus Additional Invoices/Credits:</b>								
Net Invoice Value		£1,610.33	-£167.50					
VAT Charged		£322.07	-£5.50					
<b>Total Additional Invoice/Credit</b>		<b>£1,932.40</b>	<b>-£173.00</b>					

section three

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

# Bishop Vesey's Grammar School

## Monthly Monitoring Analysis - Month Eleven

Month of :	Feb-17	Feb-18	Feb-19		Feb-20			
Budget Heading	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
<b>Sales :</b>								
Sales	£20,673.58	£21,245.72	£33,461.86	92.28%	£26,141.67	92.44%	£26,808.79	-£667.12
Adult Sales	£503.50	£117.15	£219.79	0.82%	£231.19	0.61%	£175.98	£55.21
Free Student Meals				2.79%	£790.56	2.37%	£687.83	£102.73
Free Staff Meals				0.99%	£279.72	0.82%	£238.83	£40.89
Hospitality				3.12%	£884.50	3.76%	£1,089.40	-£204.90
Client Issues	£833.60	£1,486.84	£1,542.99					
<b>Total Sales</b>	<b>£22,010.68</b>	<b>£22,849.71</b>	<b>£35,224.64</b>	<b>100.00%</b>	<b>£28,327.64</b>	<b>100.00%</b>	<b>£29,000.83</b>	<b>-£673.19</b>
<b>Less Consumption :</b>								
Opening Stock		£6,492.41	£7,875.66	26.81%	£7,595.52			£7,595.52
Cost of Sales	£10,556.13	£11,223.99	£14,495.86	50.04%	£14,174.82	49.00%	£14,210.41	-£35.59
Less Closing Stock		-£5,995.43	-£8,284.78	-27.94%	-£7,914.76			-£7,914.76
<b>Total Consumption</b>	<b>£10,556.13</b>	<b>£11,720.97</b>	<b>£14,086.74</b>	<b>48.91%</b>	<b>£13,855.58</b>	<b>49.00%</b>	<b>£14,210.41</b>	<b>-£354.83</b>
<b>Gross Profit :</b>								
<b>Total Gross Profit</b>	<b>£11,454.55</b>	<b>£11,128.74</b>	<b>£21,137.90</b>	<b>51.09%</b>	<b>£14,472.06</b>	<b>51.00%</b>	<b>£14,790.42</b>	<b>-£318.36</b>
<b>Gross Profit %</b>	<b>52.04%</b>	<b>48.70%</b>	<b>60.01%</b>		<b>51.09%</b>		<b>51.00%</b>	<b>0.09%</b>
<b>Less Labour:</b>								
Basic Pay	£11,454.55	£8,141.03	£9,114.59	48.68%	£13,788.93	36.57%	£10,605.00	£3,183.93
Employers' NI		£551.05	£316.19					
Employers Pens		£281.56	£66.91					
NEST Pens								
PAYE								
Overtime								
Apprenticeship Levy		£43.43	£45.57					
Other Deductions		£27.24						
Sick Pay								
DBS Check								
<b>Total Labour Costs</b>	<b>£11,454.55</b>	<b>£9,044.31</b>	<b>£9,543.26</b>	<b>48.68%</b>	<b>£13,788.93</b>	<b>36.57%</b>	<b>£10,605.00</b>	<b>£3,183.93</b>
<b>Less Expenses:</b>								
Disposables	£414.08	£54.60	£166.57	0.79%	£224.72	0.50%	£144.57	£80.15
Cleaning Materials	£188.10	£98.24	£75.42	2.14%	£604.98			£604.98
IT Equipment & Recharge								
Uniforms & Laundry				2.35%	£666.23			£666.23
Marketing Expenses								
Equipment Purchases		£95.70		0.36%	£102.86			£102.86
Equipment Hire	£120.00							
Deep Clean								
Bank / Credit Card Charges								
Cash Collection	£250.00							
Subcontracted Deep Clean Costs								
Sundry Expenses								
Telephone								
Waste Collection								
Stationary & Postage	£87.67	£78.80		0.44%	£123.82			£123.82
Training								
Depreciation	£500.00	£1,008.33	£1,008.33	5.00%	£1,415.33	4.88%	£1,415.85	-£0.52
Staff Advertising & Recruitment								
CRB								
Stock Movement	£40.09	£19.34	£46.53	-0.65%	-£185.14			-£185.14
Management Fee		£500.00	£500.00	1.82%	£515.00	1.78%	£515.00	
<b>Total Expenses</b>	<b>£1,599.94</b>	<b>£1,855.01</b>	<b>£1,796.85</b>	<b>12.24%</b>	<b>£3,467.80</b>	<b>7.16%</b>	<b>£2,075.42</b>	<b>£1,392.38</b>
<b>Total Overheads</b>	<b>£13,054.49</b>	<b>£10,899.32</b>	<b>£11,340.11</b>	<b>60.92%</b>	<b>£17,256.73</b>	<b>43.72%</b>	<b>£12,680.42</b>	<b>£4,576.31</b>
<b>Less Gross Profit</b>	<b>-£11,454.55</b>	<b>-£11,128.74</b>	<b>-£21,137.90</b>	<b>-51.09%</b>	<b>-£14,472.06</b>	<b>-51.00%</b>	<b>-£14,790.42</b>	<b>£318.36</b>
<b>NET COST OF CATERING</b>	<b>£1,599.94</b>	<b>-£229.42</b>	<b>-£9,797.79</b>	<b>9.83%</b>	<b>£2,784.67</b>	<b>-7.28%</b>	<b>-£2,110.00</b>	<b>£4,894.67</b>
<b>Plus Adjustment:</b>								
Balancing Subsidy	-£1,599.94	-£270.58	£9,011.61	-15.71%	-£4,451.34	1.53%	£443.44	-£4,894.78
<b>Total Adjustments</b>	<b>-£1,599.94</b>	<b>-£270.58</b>	<b>£9,011.61</b>	<b>-15.71%</b>	<b>-£4,451.34</b>	<b>1.53%</b>	<b>£443.44</b>	<b>-£4,894.78</b>
<b>Total Fixed Invoiced Cost</b>		<b>-£500.00</b>	<b>-£786.18</b>	<b>-5.88%</b>	<b>-£1,666.67</b>	<b>-5.75%</b>	<b>-£1,666.56</b>	<b>-£0.11</b>
<b>Plus Client Issues:</b>								
Client Issues Recharged	£1,337.10	£1,486.84	£1,542.99	6.90%	£1,954.78			
<b>Total Client Issues</b>	<b>£1,337.10</b>	<b>£1,486.84</b>	<b>£1,542.99</b>	<b>6.90%</b>	<b>£1,954.78</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£1,337.10</b>	<b>£986.84</b>	<b>£756.81</b>	<b>1.02%</b>	<b>£288.11</b>			
<b>Plus VAT:</b>								
Input VAT	£968.10	£679.23	£797.64	5.52%	£1,563.09			
Output VAT	-£13.93							
<b>Total VAT</b>	<b>£954.17</b>	<b>£679.23</b>	<b>£797.64</b>	<b>5.52%</b>	<b>£1,563.09</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£2,291.27</b>	<b>£1,666.07</b>	<b>£1,554.45</b>	<b>6.53%</b>	<b>£1,851.20</b>			
<b>Plus Additional Invoices/Credits:</b>								
Net Invoice Value		£1,610.33						
VAT Charged		£322.07						
<b>Total Additional Invoice/Credit</b>		<b>£1,932.40</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	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%

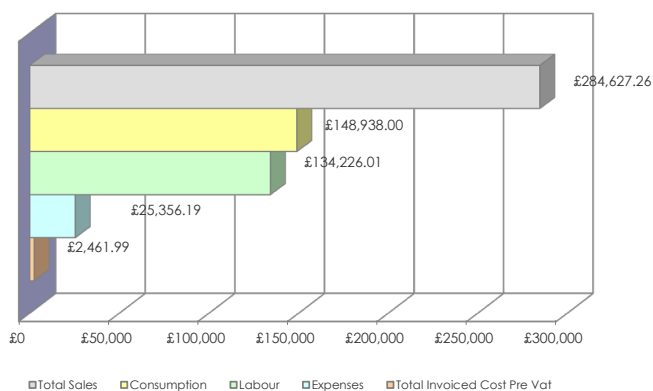
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	34.28%	51.65%	48.27%	44.73%

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit	51.27%	51.09%		

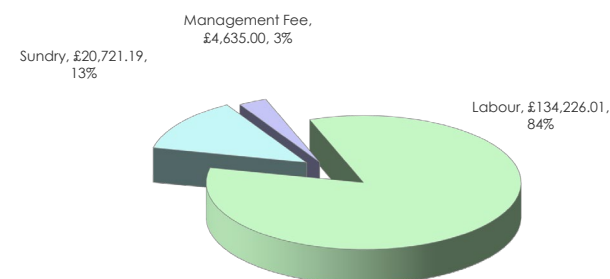
### Monthly Performance Summary

	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	£28,328		£284,627.26
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%	53.12%	65.72%	48.35%	51.73%	48.73%	48.91%		52.33%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%	46.88%	34.28%	51.65%	48.27%	51.27%	51.09%		47.67%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%	30.90%	36.35%	45.09%	59.22%	43.68%	48.68%		47.16%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%	7.44%	6.67%	5.49%	9.15%	5.07%	10.42%		8.99%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%	1.41%	1.46%	1.59%	1.94%	1.36%	1.82%		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	£2,784.67		£29,795.51
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	£4,894.67		£41,384.65

### 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-15525

Invoice Date: 29th Feb 2020

Description	Net	Vat	Gross
Services Provided :	£288.11	£1,563.09	£1,851.20
<hr/>			
Your Output VAT on Sales @20% of	£-231.19	is	£-46.24
Your Output VAT on Sales @0% of	£-26,141.67	is	£0.00
Your Input VAT on Purchases @20% of	£4,592.10	is	£918.42
Your Input VAT on Purchases @0% of	£6,349.61	is	£0.00
Your Input VAT on Labour @20% of	£1,524.22	is	£304.84
Your Input VAT on Labour @0% of	£12,264.71	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	£288.11		£1,563.09

Net Total: £288.11  
Vat Total: £1,563.09  
Net Total: £1,851.20

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 Feb 2020 - 29th Feb 2020



Description	Net
Cash Sales	
Catering Cashless Adults	231.19
Catering Cashless Students	25,212.85
Catering Cash Students	928.82
Subtotal Cash Sales	26,372.86
Credit Sales	
Duty Meals	279.72
FSM	790.56
Hospitality	884.50
Subtotal Credit Sales	1,954.78
Total Sales	28,327.64
Cost of Sales	
Opening Stock	7,595.52 (30/01/2020)
Purchases	14,174.82
Closing Stock	7,914.76 (28/02/2020)
Consumption	13,855.58
Gross Profit	14,472.06
GP%	51.09%
Labour	
Labour	12,264.71
Agency Labour	1,524.22
Total Labour	13,788.93
Sundries	
Opening Stock	636.45 (30/01/2020)
Cleaning Materials	604.98
Light Equipment	102.86
Non Food Disposables	224.72
Stationery	123.82
Uniforms	666.23
Closing Stock	821.59 (27/02/2020)
Total Sundries	1,537.47
Extra Costs	
Management Fee	515.00

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2020 - 29th Feb 2020



Depreciation	1,415.33
Total Extra Costs	1,930.33
Net Operating Cost	2,784.67
Invoice Reconciliation	
Net Cost of Catering	2,784.67
Credit Sales	1,954.78
Cost Adjustment	-4,451.34
Invoice Value	288.11

section six

## client issue summary

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2020 - 29th Feb 2020



	1st Feb 2020 (Sat)	2nd Feb 2020 (Sun)	3rd Feb 2020 (Mon)	4th Feb 2020 (Tue)	5th Feb 2020 (Wed)	6th Feb 2020 (Thu)	7th Feb 2020 (Fri)
Duty Meals	0	0	16	15	16	10	6
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	17.28	16.20	17.28	10.80	6.48
FSM	0	0	55	52	53	55	7
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	59.40	56.16	57.24	59.40	7.56
	8th Feb 2020 (Sat)	9th Feb 2020 (Sun)	10th Feb 2020 (Mon)	11th Feb 2020 (Tue)	12th Feb 2020 (Wed)	13th Feb 2020 (Thu)	14th Feb 2020 (Fri)
Duty Meals	0	0	16	16	10	15	68
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	17.28	17.28	10.80	16.20	73.44
FSM	0	0	57	60	59	58	0
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	0.00	61.56	64.80	63.72	62.64	0.00
	15th Feb 2020 (Sat)	16th Feb 2020 (Sun)	17th Feb 2020 (Mon)	18th Feb 2020 (Tue)	19th Feb 2020 (Wed)	20th Feb 2020 (Thu)	21st Feb 2020 (Fri)
Duty Meals	0	0	0	0	0	0	0
Unit Price	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FSM	0	0	0	0	0	0	0
Unit Price	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00



## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2020 - 29th Feb 2020



	22nd Feb 2020 (Sat)	23rd Feb 2020 (Sun)	24th Feb 2020 (Mon)	25th Feb 2020 (Tue)	26th Feb 2020 (Wed)	27th Feb 2020 (Thu)	28th Feb 2020 (Fri)
Duty Meals	0	0	16	16	12	13	14
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	17.28	17.28	12.96	14.04	15.12
FSM	0	0	50	56	60	54	56
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	54.00	60.48	64.80	58.32	60.48

Quantity Total	991	
Net Total	1,070.28	
Duty Meals	Quantity	259
	Net Charge	279.72
FSM	Quantity	732
	Net Charge	790.56

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2020 - 29th Feb 2020



Date	Description	Qty	Unit Price	Net
3rd Feb 2020	MILK STAFF ROOM G.Swindells	3	1.45	4.35
3rd Feb 2020	Tea, Coffee & Biscuits for speaker N.Ashby	1	1.05	1.05
3rd Feb 2020	water & cookies Mr Howell	16	1.00	16.00
3rd Feb 2020	milk for IT	1	1.45	1.45
3rd Feb 2020	Milk for Maths	1	1.45	1.45
3rd Feb 2020	milk for finance office	1	1.45	1.45
4th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
4th Feb 2020	Cookies & Water For Hockey	16	1.00	16.00
4th Feb 2020	Tea, coffee N.Ashby	2	0.65	1.30
4th Feb 2020	Lunch for Speakers N.Ashby	2	2.65	5.30
5th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
5th Feb 2020	milk for physics	1	1.45	1.45
5th Feb 2020	water & cookies Mr Howell	16	1.00	16.00
5th Feb 2020	Packed Lunches Mr Howell Hockey	20	2.20	44.00
5th Feb 2020	Cookies for Martha	30	0.55	16.50
6th Feb 2020	7 trays Dipped fruits L.Overton	1	25.00	25.00
6th Feb 2020	milk staff room G.Swindells	3	1.45	4.35

## Hospitality

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7th Feb 2020	water & Cookies Careers Fair B.Davies	100	1.00	100.00
7th Feb 2020	Tea & Coffee Careers Fair B.Davies	150	0.65	97.50
7th Feb 2020	VIP Lunch Careers Fair	32	3.50	112.00
7th Feb 2020	Milk staff room G.Gwindells	1	1.45	1.45
7th Feb 2020	milk for maths dept	1	1.45	1.45
10th Feb 2020	staff room service . Graham Swindells	1	1.45	1.45
10th Feb 2020	Milk for Maths	1	1.45	1.45
10th Feb 2020	milk for IT	1	1.45	1.45
10th Feb 2020	Cookies & Water Hockey Mr Howell	16	1.00	16.00
10th Feb 2020	Baguette for Visitor G.Swindells	1	1.45	1.45
11th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
11th Feb 2020	Tea & Coffee N.Ashby	2	0.65	1.30
11th Feb 2020	Fruit Juice & Cookies Hockey Mr Howell	16	1.00	16.00
11th Feb 2020	Sandwiches & Cake M.Wallis	5	2.10	10.50
11th Feb 2020	water, cookies and fruit Mr Howell	16	1.45	23.20
12th Feb 2020	milk for staff room G.Swindells	3	1.45	4.35
12th Feb 2020	cookies for martha	30	0.55	16.50
12th Feb 2020	Packed lunch for Hockey Mr Howell	17	2.20	37.40
12th Feb 2020	Cookies & Water Hockey Mr Howell	17	1.00	17.00

## Hospitality

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13th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
13th Feb 2020	milk for finance	1	1.45	1.45
13th Feb 2020	cookies & water Mr Howells	16	1.00	16.00
13th Feb 2020	Sandwiches & cake M. Wallis	3	2.10	6.30
13th Feb 2020	Sandwiches & Cake M.Wallis	12	2.10	25.20
14th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
14th Feb 2020	water	-24	0.45	-10.80
24th Feb 2020	packed lunches Hockey Mr Howell	17	2.20	37.40
24th Feb 2020	milk staff room G.Swindells	3	1.45	4.35
24th Feb 2020	milk for IT	1	1.45	1.45
24th Feb 2020	Milk for Finance office	1	1.45	1.45
25th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
25th Feb 2020	tea & coffee N.Ashby	2	0.65	1.30
26th Feb 2020	milk. finance office	1	1.45	1.45
26th Feb 2020	milk staff room G.Swindells	3	1.45	4.35
26th Feb 2020	water & cookies Mr Howell	32	1.00	32.00
26th Feb 2020	Packed Lunches Mr Howell Hockey	40	2.20	88.00
27th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
27th Feb 2020	Library reward voucher Toby Bates 7P	1	2.60	2.60

## Hospitality

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27th Feb 2020	cookies for Martha	30	0.55	16.50
28th Feb 2020	staff room service . Graham Swindells	3	1.45	4.35
28th Feb 2020	tea & coffee N.Ashby	2	0.65	1.30
28th Feb 2020	Meals for isolation pupils Mr Robson	2	1.65	3.30
				884.50

section seven

# phased budget

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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.





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