

## Catering Account Monitoring

Bishop Vesey's Grammar School

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September 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 September 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 six of trading, the net cost of catering is £2.8k favourable to budget, due to total sales being £1.7k over budget. Sundry expenses are also £1.4k below budget.

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 Six**  
**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 Bdgld Sales	2018/19 Budget	2018/19 Variance
<b>Sales :</b>										
Sales	£18,963.92	£80,253.07	£79,676.00	£91,525.33	£87,028.06	90.74%	£109,008.30	92.64%	£109,752.16	-£743.86
Adult Sales					£310.30	0.62%	£742.49			£742.49
Client Issues	£2,095.80	£6,861.58	£7,070.00	£6,326.18	£8,545.40	8.64%	£10,377.31	7.36%	£8,721.10	£1,656.21
<b>Total Sales</b>	<b>£21,059.72</b>	<b>£87,114.65</b>	<b>£86,746.00</b>	<b>£97,851.51</b>	<b>£95,883.76</b>	<b>100.00%</b>	<b>£120,128.10</b>	<b>100.00%</b>	<b>£118,473.26</b>	<b>£1,654.84</b>
<b>Less Consumption :</b>										
Opening Stock					£20,605.90	27.41%	£32,928.83			£32,928.83
Cost of Sales	£14,987.90	£47,388.63	£40,175.00	£46,536.32	£55,922.37	49.53%	£59,494.20	48.56%	£57,530.60	£1,963.60
Less Closing Stock	-£5,398.77				-£24,324.98	-28.93%	-£34,747.34			-£34,747.34
<b>Total Consumption</b>	<b>£9,589.13</b>	<b>£47,388.63</b>	<b>£40,175.00</b>	<b>£46,536.32</b>	<b>£52,203.29</b>	<b>48.01%</b>	<b>£57,675.69</b>	<b>48.56%</b>	<b>£57,530.60</b>	<b>£145.09</b>
<b>Gross Profit :</b>										
<b>Total Gross Profit</b>	<b>£11,470.59</b>	<b>£39,726.02</b>	<b>£46,571.00</b>	<b>£51,315.19</b>	<b>£43,680.47</b>	<b>51.99%</b>	<b>£62,452.41</b>	<b>51.44%</b>	<b>£60,942.66</b>	<b>£1,509.75</b>
<b>Gross Profit %</b>	<b>54.47%</b>	<b>45.60%</b>	<b>53.69%</b>	<b>52.44%</b>	<b>45.56%</b>		<b>51.99%</b>		<b>51.44%</b>	<b>0.55%</b>
<b>Less Labour:</b>										
Basic Pay	£11,112.96	£44,575.70	£45,249.00	£49,537.91	£44,718.01	45.29%	£54,406.85	48.18%	£57,083.66	-£2,676.81
Employers' NI	£397.40				£3,508.14	1.69%	£2,032.27			£2,032.27
Employers Pens	£100.42				£361.09	0.35%	£426.31			£426.31
NEST Pens	£8.88									
PAYE					£2,046.20					
Overtime	£449.20									
Apprenticeship Levy					£213.22	0.23%	£272.01			£272.01
Other Deductions					£450.18	0.00%	£3.59			£3.59
Sick Pay	-£16.42									
DBS Check										
<b>Total Labour Costs</b>	<b>£12,052.44</b>	<b>£44,575.70</b>	<b>£45,249.00</b>	<b>£49,537.91</b>	<b>£51,296.84</b>	<b>47.57%</b>	<b>£57,141.03</b>	<b>48.18%</b>	<b>£57,083.66</b>	<b>£57.37</b>
<b>Less Expenses:</b>										
Disposables	-£485.00	£1,703.65	£431.00	£2,699.95	£1,216.94	0.81%	£969.47	2.75%	£3,257.52	-£2,288.05
Cleaning Materials	£310.65	£1,826.24	£690.00	£879.28	£764.51	0.23%	£280.82			£280.82
IT Equipment & Recharge	£18.00	£100.00								
Uniforms & Laundry	£1,229.59	£1,333.32	£750.00		£1,714.03	0.35%	£416.95			£416.95
Marketing Expenses		£750.00	£750.00	£500.00		0.02%	£28.33			£28.33
Equipment Purchases	£1,196.34	£1,500.00			£576.31	0.05%	£62.97			£62.97
Equipment Hire	£45.05		£720.00	£720.00		0.02%	£28.96			£28.96
Deep Clean	-£100.00	£500.00	£1,500.00	£1,350.00						
Bank / Credit Card Charges	£191.87									
Cash Collection	£67.62	£819.00	£1,500.00	£1,500.00						
Subcontracted Deep Clean Costs	£200.00									
Sundry Expenses			£565.00	£624.00	£0.03					
Telephone	£113.27				£64.83					
Subcontracted Refuse	£191.04									
Stationary & Postage	£44.99	£208.30	£837.00	£526.02	£29.95	0.05%	£64.26			£64.26
Training	£1.20	£514.16								
Depreciation		£3,000.00	£3,000.00	£3,000.00	£6,049.65	5.04%	£6,049.98	5.11%	£6,048.33	£1.65
Staff Advertising & Recruitment		£31.50								
CRB			£380.00							
Stock Movement				£240.54	-£678.26	0.02%	£27.56			£27.56
Management Fee	£2,112.66	£7,999.98	£7,998.00	£7,500.00	£3,000.00	2.50%	£3,000.00	2.53%	£3,000.00	
<b>Total Expenses</b>	<b>£5,137.28</b>	<b>£20,286.15</b>	<b>£19,121.00</b>	<b>£19,539.79</b>	<b>£12,737.99</b>	<b>9.10%</b>	<b>£10,929.30</b>	<b>10.39%</b>	<b>£12,305.85</b>	<b>-£1,376.55</b>
<b>Total Overheads</b>	<b>£17,189.72</b>	<b>£64,861.85</b>	<b>£64,370.00</b>	<b>£69,077.70</b>	<b>£64,034.83</b>	<b>56.66%</b>	<b>£68,070.33</b>	<b>58.57%</b>	<b>£69,389.51</b>	<b>-£1,319.18</b>
<b>Less Gross Profit</b>	<b>-£11,470.59</b>	<b>-£39,726.02</b>	<b>-£46,571.00</b>	<b>-£51,315.19</b>	<b>-£43,680.47</b>	<b>-51.99%</b>	<b>-£62,452.41</b>	<b>-51.44%</b>	<b>-£60,942.66</b>	<b>-£1,509.75</b>
<b>NET COST OF CATERING</b>	<b>£5,719.13</b>	<b>£25,135.83</b>	<b>£17,799.00</b>	<b>£17,762.51</b>	<b>£20,354.36</b>	<b>4.68%</b>	<b>£5,617.92</b>	<b>7.13%</b>	<b>£8,446.85</b>	<b>-£2,828.93</b>
<b>Plus Adjustment:</b>										
Balancing Subsidy	-£7,127.13	-£21,499.41	-£17,268.90	-£17,762.51	-£23,532.14	-8.60%	-£10,334.95	-11.11%	-£13,163.87	£2,828.92
<b>Total Adjustments</b>	<b>-£7,127.13</b>	<b>-£21,499.41</b>	<b>-£17,268.90</b>	<b>-£17,762.51</b>	<b>-£23,532.14</b>	<b>-8.60%</b>	<b>-£10,334.95</b>	<b>-11.11%</b>	<b>-£13,163.87</b>	<b>£2,828.92</b>
<b>Total Fixed Invoiced Cost</b>	<b>-£1,408.00</b>	<b>£3,636.42</b>	<b>£530.10</b>		<b>-£3,177.78</b>	<b>-3.93%</b>	<b>-£4,717.03</b>	<b>-3.98%</b>	<b>-£4,717.02</b>	<b>-£0.01</b>
<b>Plus Client Issues:</b>										
Client Issues Recharged	£2,095.80	£6,861.47	£7,106.65	£6,326.68	£8,545.40	8.64%	£10,377.31			
<b>Total Client Issues</b>	<b>£2,095.80</b>	<b>£6,861.47</b>	<b>£7,106.65</b>	<b>£6,326.68</b>	<b>£8,545.40</b>	<b>8.64%</b>	<b>£10,377.31</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£687.80</b>	<b>£10,497.89</b>	<b>£7,636.75</b>	<b>£6,326.68</b>	<b>£5,367.62</b>	<b>4.71%</b>	<b>£5,660.28</b>			
<b>Plus VAT:</b>										
Input VAT	£1,991.04	£4,247.42	£2,203.54	£4,830.48	£4,898.71	3.19%	£3,831.49			
Output VAT	-£27.03	-£48.02	£1,404.92	-£116.85	-£46.61					
<b>Total VAT</b>	<b>£1,964.01</b>	<b>£4,199.40</b>	<b>£3,608.46</b>	<b>£4,713.63</b>	<b>£4,852.10</b>	<b>3.19%</b>	<b>£3,831.49</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£2,651.81</b>	<b>£14,697.29</b>	<b>£11,245.21</b>	<b>£11,040.31</b>	<b>£10,219.72</b>	<b>7.90%</b>	<b>£9,491.77</b>			
<b>Plus Additional Invoices/Credits:</b>										
Net Invoice Value		-£1,334.55				-0.14%	-£167.50			
VAT Charged		-£79.17				-0.00%	-£5.50			
<b>Total Additional Invoice/Credit</b>		<b>-£1,413.72</b>				<b>-0.14%</b>	<b>-£173.00</b>			

section three

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

**Bishop Vesey's Grammar School**  
**Monthly Monitoring Analysis - Month Six**

Month of :	Sep-13	Sep-14	Sep-15	Sep-16	Sep-17		Sep-18			
<b>Budget Heading</b>	<b>Actual</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	£18,963.92	£23,920.00	£20,995.00	£21,683.65	£25,635.11	90.80%	£30,548.10	90.41%	£32,072.34	-£1,524.24
Adult Sales					£54.76	0.35%	£118.65			£118.65
Client Issues	£2,095.80	£2,316.00	£1,961.00	£1,870.70	£3,420.91	8.85%	£2,976.43	9.59%	£3,403.11	-£426.68
<b>Total Sales</b>	<b>£21,059.72</b>	<b>£26,236.00</b>	<b>£22,956.00</b>	<b>£23,554.35</b>	<b>£29,110.78</b>	<b>100.00%</b>	<b>£33,643.18</b>	<b>100.00%</b>	<b>£35,475.45</b>	<b>-£1,832.27</b>
<b>Less Consumption :</b>										
Opening Stock						10.89%	£3,663.28			£3,663.28
Cost of Sales	£14,987.90	£12,148.00	£9,595.00	£11,332.27	£15,860.15	63.66%	£21,416.01	48.56%	£17,226.88	£4,189.13
Less Closing Stock	-£5,398.77					-23.80%	-£8,005.63			-£8,005.63
<b>Total Consumption</b>	<b>£9,589.13</b>	<b>£12,148.00</b>	<b>£9,595.00</b>	<b>£11,332.27</b>	<b>£15,860.15</b>	<b>50.75%</b>	<b>£17,073.66</b>	<b>48.56%</b>	<b>£17,226.88</b>	<b>-£153.22</b>
<b>Gross Profit :</b>										
<b>Total Gross Profit</b>	<b>£11,470.59</b>	<b>£14,088.00</b>	<b>£13,361.00</b>	<b>£12,222.08</b>	<b>£13,250.63</b>	<b>49.25%</b>	<b>£16,569.52</b>	<b>51.44%</b>	<b>£18,248.57</b>	<b>-£1,679.05</b>
<b>Gross Profit %</b>	<b>54.47%</b>	<b>53.70%</b>	<b>58.20%</b>	<b>51.89%</b>	<b>45.52%</b>		<b>49.25%</b>		<b>51.44%</b>	<b>-2.19%</b>
<b>Less Labour:</b>										
Basic Pay	£5,701.12	£7,387.00	£7,629.00	£8,802.16	£8,473.54	28.13%	£9,462.84	26.82%	£9,513.83	-£50.99
Employers' NI	£205.15				£744.31	1.02%	£341.99			£341.99
Employers Pens	£50.21				£72.10	0.22%	£72.54			£72.54
NEST Pens	£4.58									
PAYE					£414.60					
Overtime	£449.20									
Apprenticeship Levy					£46.43	0.14%	£47.31			£47.31
Other Deductions					£16.60					
Sick Pay	-£16.42									
DBS Check										
<b>Total Labour Costs</b>	<b>£6,393.84</b>	<b>£7,387.00</b>	<b>£7,629.00</b>	<b>£8,802.16</b>	<b>£9,767.58</b>	<b>29.50%</b>	<b>£9,924.68</b>	<b>26.82%</b>	<b>£9,513.83</b>	<b>£410.85</b>
<b>Less Expenses:</b>										
Disposables	-£485.00	£240.00		£249.68	£1,254.76	1.02%	£343.24	1.53%	£542.92	-£199.68
Cleaning Materials	£310.65	£220.00	£123.00	£156.11	£246.94	0.13%	£44.19			£44.19
IT Equipment & Recharge	£10.00									
Uniforms & Laundry	£731.92		£750.00		£111.87	1.24%	£416.95			£416.95
Marketing Expenses		£125.00	£125.00	£250.00						
Equipment Purchases	£48.45				£282.06	0.12%	£39.95			£39.95
Equipment Hire	£45.05		£120.00	£120.00						
Deep Clean			£1,500.00							
Bank / Credit Card Charges	£166.90									
Cash Collection	-£15.46	£136.50	£250.00	£250.00						
Subcontracted Deep Clean Costs	£100.00									
Sundry Expenses			£113.00	£104.00						
Telephone	£113.27				£64.83					
Subcontracted Refuse	£191.04									
Stationary & Postage	£44.99	£20.83	£232.00	£87.67	£29.95	0.12%	£42.00			£42.00
Training	£1.20	£20.83								
Depreciation		£500.00	£500.00	£500.00	£1,008.33	3.00%	£1,008.33	2.84%	£1,008.00	£0.33
Staff Advertising & Recruitment			£380.00							
CRB										
Stock Movement				£40.09	-£161.23	-0.36%	-£119.75			-£119.75
Management Fee	£1,056.33	£1,333.33	£1,333.00	£1,250.00	£500.00	1.49%	£500.00	1.41%	£500.00	
<b>Total Expenses</b>	<b>£2,319.34</b>	<b>£2,596.49</b>	<b>£5,426.00</b>	<b>£3,007.55</b>	<b>£3,337.51</b>	<b>6.76%</b>	<b>£2,274.91</b>	<b>5.78%</b>	<b>£2,050.92</b>	<b>£223.99</b>
<b>Total Overheads</b>	<b>£8,713.18</b>	<b>£9,983.49</b>	<b>£13,055.00</b>	<b>£11,809.71</b>	<b>£13,105.09</b>	<b>36.26%</b>	<b>£12,199.59</b>	<b>32.60%</b>	<b>£11,564.75</b>	<b>£634.84</b>
<b>Less Gross Profit</b>	<b>-£11,470.59</b>	<b>-£14,088.00</b>	<b>-£13,361.00</b>	<b>-£12,222.08</b>	<b>-£13,250.63</b>	<b>-49.25%</b>	<b>-£16,569.52</b>	<b>-51.44%</b>	<b>-£18,248.57</b>	<b>£1,679.05</b>
<b>NET COST OF CATERING</b>	<b>-£2,757.41</b>	<b>-£4,104.51</b>	<b>-£306.00</b>	<b>-£412.37</b>	<b>-£145.54</b>	<b>-12.99%</b>	<b>-£4,369.93</b>	<b>-18.84%</b>	<b>-£6,683.82</b>	<b>£2,313.89</b>
<b>Plus Adjustment:</b>										
Balancing Subsidy	£2,053.41	£4,710.58	£394.30	£412.37	-£354.46	10.65%	£3,583.76	16.62%	£5,897.65	-£2,313.89
<b>Total Adjustments</b>	<b>£2,053.41</b>	<b>£4,710.58</b>	<b>£394.30</b>	<b>£412.37</b>	<b>-£354.46</b>	<b>10.65%</b>	<b>£3,583.76</b>	<b>16.62%</b>	<b>£5,897.65</b>	<b>-£2,313.89</b>
<b>Total Fixed Invoiced Cost</b>	<b>-£704.00</b>	<b>£606.07</b>	<b>£88.30</b>	<b>-£500.00</b>	<b>-£500.00</b>	<b>-2.34%</b>	<b>-£786.17</b>	<b>-2.22%</b>	<b>-£786.17</b>	<b>-£0.00</b>
<b>Plus Client Issues:</b>										
Client Issues Recharged	£2,095.80	£2,315.89	£1,960.55	£1,870.70	£3,420.91	8.85%	£2,976.43			
<b>Total Client Issues</b>	<b>£2,095.80</b>	<b>£2,315.89</b>	<b>£1,960.55</b>	<b>£1,870.70</b>	<b>£3,420.91</b>	<b>8.85%</b>	<b>£2,976.43</b>			
<b>Total Invoiced Cost Pre Vat</b>	<b>£1,391.80</b>	<b>£2,921.96</b>	<b>£2,048.85</b>	<b>£1,870.70</b>	<b>£2,920.91</b>	<b>6.51%</b>	<b>£2,190.26</b>			
<b>Plus VAT:</b>										
Input VAT	£1,427.45	£1,595.67	-£8.50	£1,191.97	£942.65	3.48%	£1,170.98			
Output VAT	-£27.03	-£12.99	£927.50	-£14.71						
<b>Total VAT</b>	<b>£1,400.42</b>	<b>£1,582.68</b>	<b>£919.00</b>	<b>£1,177.26</b>	<b>£942.65</b>	<b>3.48%</b>	<b>£1,170.98</b>			
<b>Total Invoiced Cost Plus VAT</b>	<b>£2,792.22</b>	<b>£4,504.64</b>	<b>£2,967.85</b>	<b>£3,047.96</b>	<b>£3,863.56</b>	<b>9.99%</b>	<b>£3,361.24</b>			
<b>Plus Additional Invoices/Credits:</b>										
Net Invoice Value										
VAT Charged										
<b>Total Additional Invoice/Credit</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%	49.25%	31.91%

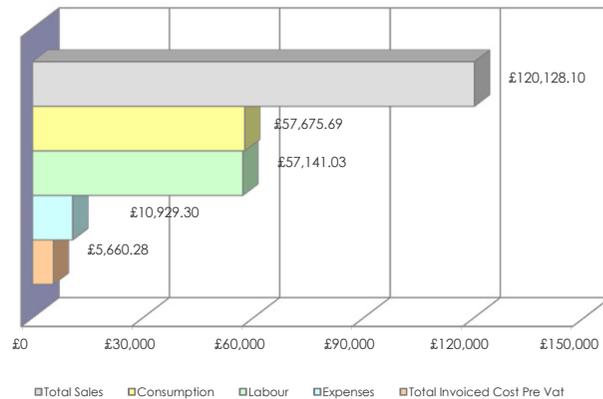
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit				

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	£33,643							£120,128.10
Consumption	43.20%	48.44%	43.95%	53.51%	0.00%	50.75%							48.01%
Gross Profit	56.80%	51.56%	56.05%	46.49%	0.00%	49.25%							51.99%
Labour	52.04%	39.46%	36.09%	52.06%	0.00%	29.50%							47.57%
Sundries	6.32%	5.33%	5.27%	7.44%	0.00%	5.28%							6.60%
Management Fee	2.66%	2.04%	1.94%	2.89%	0.00%	1.49%							2.50%
Net Cost of Catering	£793.61	-£1,159.47	-£3,295.23	£2,754.58	£10,894.36	-£4,369.93							£5,617.92
Variance	-£2,152.66	-£377.26	-£1,411.24	-£531.27	-£670.39	£2,313.89							-£2,828.93

### 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-4839  
Invoice Date: 30th Sep 2018

Description	Net	Vat	Gross
Services Provided :	£2,190.26	£1,170.98	£3,361.24
<hr/>			
Your Output VAT on Sales @20% of	£-118.65	is	£-23.73
Your Output VAT on Sales @0% of	£-30,548.10	is	£0.00
Your Input VAT on Purchases @20% of	£4,465.20	is	£893.04
Your Input VAT on Purchases @0% of	£16,958.80	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,924.68	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	£2,190.26		£1,170.98

Net Total: £2,190.26  
Vat Total: £1,170.98  
Net Total: £3,361.24

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 Sep 2018 - 30th Sep 2018



Description	Net
Cash Sales	
Catering Cashless Students	30,548.10
Catering Cashless Adults	118.65
Subtotal Cash Sales	30,666.75
Credit Sales	
Breakfast Club	23.76
Duty Meals	224.64
FSM	695.52
Hospitality	2,032.51
Subtotal Credit Sales	2,976.43
Total Sales	33,643.18
Cost of Sales	
Opening Stock	3663.28 (27/08/2018)
Purchases	21,416.01
Closing Stock	8005.63 (28/09/2018)
Consumption	17,073.66
Gross Profit	16,569.52
GP%	49.25%
Labour	
Labour	9,924.68
Total Labour	9,924.68
Sundries	
Opening Stock	315.88 (27/08/2018)
Purchases	886.33
Closing Stock	435.63 (28/09/2018)
Total Sundries	766.58
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-4,369.93
Invoice Reconciliation	

# Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Net Cost of Catering	-4,369.93
Cost Adjustment	3,583.76
Credit Sales	2,976.43
Invoice Value (GBP)	2,190.26



# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	3rd Sep 2018	Bunzl Catering	02166294	44.19	8.84	53.03
				44.19	8.84	53.03
Food Purchases						
Purchases - Invoice	31st Aug 2018	Theos Food Company	110900	407.19	0.00	407.19
Purchases - Invoice	31st Aug 2018	Worcester Produce	348996	15.60	0.00	15.6
Purchases - Invoice	31st Aug 2018	Worcester Produce	348997	130.89	0.00	130.89
Purchases - Invoice	3rd Sep 2018	Bidfood	82739517	1146.87	0.00	1146.87
Purchases - Invoice	3rd Sep 2018	Bunzl Catering	02166293	250.87	50.17	301.04
Purchases - Invoice	3rd Sep 2018	Chapple & Jenkins Ltd	489616	858.19	137.10	995.29
Purchases - Invoice	3rd Sep 2018	Magenta (UK) Ltd	2140833	353.65	70.73	424.38
Purchases - Invoice	3rd Sep 2018	Majestic Coffee	11418	355.70	8.00	363.7
Purchases - Cash Purchase	3rd Sep 2018	SAINSBURYS	C520	48.32	0.00	48.32
Purchases - Invoice	3rd Sep 2018	Saporous Foods Limited	3868	137.94	0.00	137.94
Purchases - Cash Purchase	3rd Sep 2018	tesco	424756587	169.66	0.00	169.66
Purchases - Invoice	4th Sep 2018	Bradshaws Butchers	105245	193.53	0.00	193.53

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Credit Note	4th Sep 2018	Chapple & Jenkins Ltd	529473	-34.54	-0.00	-34.54
Purchases - Credit Note	4th Sep 2018	Chapple & Jenkins Ltd	529473	-0.00	-0.00	-0
Purchases - Invoice	4th Sep 2018	Saporous Foods Limited	3869	105.33	0.00	105.33
Purchases - Invoice	4th Sep 2018	Spice Time (Safy Impex Ltd)	ASPENS28-040918-1	232.55	0.00	232.55
Purchases - Invoice	4th Sep 2018	Worcester Produce	349559	172.85	0.00	172.85
Purchases - Invoice	4th Sep 2018	Worcester Produce	349558	32.60	0.00	32.6
Purchases - Invoice	5th Sep 2018	Bidfood	82782144	339.94	12.96	352.9
Purchases - Invoice	5th Sep 2018	Saporous Foods Limited	3888	119.52	0.00	119.52
Purchases - Invoice	5th Sep 2018	Tugo Food Systems Ltd	215518	197.73	0.00	197.73
Purchases - Invoice	6th Sep 2018	Chapple & Jenkins Ltd	490610	527.54	77.88	605.42
Purchases - Invoice	6th Sep 2018	Chapple & Jenkins Ltd	490609	34.54	0.00	34.54
Purchases - Invoice	6th Sep 2018	Saporous Foods Limited	3889	152.47	0.00	152.47
Purchases - Invoice	6th Sep 2018	Theos Food Company	111384	179.78	0.00	179.78
Purchases - Invoice	7th Sep 2018	Bidfood	82825549	579.31	0.00	579.31
Purchases - Invoice	7th Sep 2018	Saporous Foods Limited	3914	152.02	0.00	152.02
Purchases - Invoice	7th Sep 2018	Spice Time (Safy Impex Ltd)	ASPENS28-070918-1	240.00	0.00	240
Purchases - Invoice	7th Sep 2018	Tugo Food Systems Ltd	215821	194.15	0.00	194.15
Purchases - Invoice	7th Sep 2018	Worcester Produce	350035	32.60	0.00	32.6
Purchases - Invoice	7th Sep 2018	Worcester Produce	350037	20.56	0.00	20.56

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Invoice	10th Sep 2018	Bidfood	82851791	314.36	0.00	314.36
Purchases - Invoice	10th Sep 2018	Saporous Foods Limited	3916	268.41	0.00	268.41
Purchases - Invoice	10th Sep 2018	Spice Time (Safy Impex Ltd)	ASPEN28- 110918-1	444.25	0.00	444.25
Purchases - Cash Purchase	10th Sep 2018	tesco	424760620	63.25	0.00	63.25
Purchases - Cash Purchase	10th Sep 2018	tesco	424761765	102.31	0.00	102.31
Purchases - Invoice	11th Sep 2018	Saporous Foods Limited	3941	241.16	0.00	241.16
Purchases - Invoice	11th Sep 2018	Worcester Produce	350839	110.93	0.00	110.93
Purchases - Invoice	11th Sep 2018	Worcester Produce	350838	32.60	0.00	32.6
Purchases - Invoice	12th Sep 2018	Bidfood	82895874	428.78	10.32	439.1
Purchases - Invoice	12th Sep 2018	Saporous Foods Limited	3958	239.73	0.00	239.73
Purchases - Invoice	13th Sep 2018	Chapple & Jenkins Ltd	492399	411.91	82.38	494.29
Purchases - Invoice	13th Sep 2018	Saporous Foods Limited	3968	255.26	0.00	255.26
Purchases - Invoice	13th Sep 2018	Theos Food Company	111960	224.32	0.00	224.32
Purchases - Invoice	14th Sep 2018	Bidfood	82934460	508.42	0.00	508.42
Purchases - Invoice	14th Sep 2018	Saporous Foods Limited	3982	229.10	0.00	229.1
Purchases - Invoice	14th Sep 2018	Spice Time (Safy Impex Ltd)	ASPEN28-140918-1	382.75	0.00	382.75
Purchases - Invoice	14th Sep 2018	Worcester Produce	351360	9.53	0.00	9.53
Purchases - Invoice	14th Sep 2018	Worcester Produce	351359	32.60	0.00	32.6
Purchases - Invoice	17th Sep 2018	Bidfood	82967195	422.37	30.34	452.71

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Invoice	17th Sep 2018	Bradshaws Butchers	105772	130.44	0.00	130.44
Purchases - Invoice	17th Sep 2018	Bunzl Catering	02177336	234.37	46.87	281.24
Purchases - Invoice	17th Sep 2018	Saporous Foods Limited	3992	308.44	0.00	308.44
Purchases - Invoice	18th Sep 2018	Bradshaws Butchers	105800	93.69	0.00	93.69
Purchases - Invoice	18th Sep 2018	Saporous Foods Limited	4008	268.66	0.00	268.66
Purchases - Invoice	18th Sep 2018	Spice Time (Safy Impex Ltd)	ASPENS28-180918-1	313.70	0.00	313.7
Purchases - Invoice	18th Sep 2018	Theos Food Company	112307	30.65	0.00	30.65
Purchases - Credit Note	18th Sep 2018	Theos Food Company	112486	-23.78	-0.00	-23.78
Purchases - Invoice	18th Sep 2018	Worcester Produce	352206	79.55	0.00	79.55
Purchases - Invoice	18th Sep 2018	Worcester Produce	352204	32.60	0.00	32.6
Purchases - Invoice	19th Sep 2018	Bidfood	83008807	506.88	4.87	511.75
Purchases - Invoice	19th Sep 2018	Options Management	24751	201.87	15.17	217.04
Purchases - Invoice	19th Sep 2018	Saporous Foods Limited	4018	191.83	0.00	191.83
Purchases - Invoice	19th Sep 2018	Tugo Food Systems Ltd	219936	230.69	0.00	230.69
Purchases - Invoice	19th Sep 2018	Worcester Produce	352377	30.52	0.00	30.52
Purchases - Invoice	20th Sep 2018	Chapple & Jenkins Ltd	494035	467.71	93.54	561.25
Purchases - Invoice	20th Sep 2018	Saporous Foods Limited	4019	207.73	0.00	207.73
Purchases - Invoice	20th Sep 2018	Spice Time (Safy Impex Ltd)	200918-1	341.00	0.00	341
Purchases - Invoice	20th Sep 2018	Theos Food Company	112564	464.81	0.00	464.81

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Invoice	21st Sep 2018	Bidfood	83049665	929.61	13.71	943.32
Purchases - Invoice	21st Sep 2018	Saporous Foods Limited	4020	193.19	0.00	193.19
Purchases - Invoice	21st Sep 2018	Worcester Produce	352688	7.94	0.00	7.94
Purchases - Invoice	21st Sep 2018	Worcester Produce	352686	67.77	0.00	67.77
Purchases - Invoice	21st Sep 2018	Worcester Produce	352685	24.80	0.00	24.8
Purchases - Invoice	24th Sep 2018	Bradshaws Butchers	105724	271.96	0.00	271.96
Purchases - Invoice	24th Sep 2018	Saporous Foods Limited	4055	284.90	0.00	284.9
Purchases - Invoice	24th Sep 2018	Spice Time (Safy Impex Ltd)	250918-1	461.60	0.00	461.6
Purchases - Invoice	25th Sep 2018	Saporous Foods Limited	4062	268.66	0.00	268.66
Purchases - Invoice	25th Sep 2018	Worcester Produce	353506	32.60	0.00	32.6
Purchases - Invoice	25th Sep 2018	Worcester Produce	353507	112.54	0.00	112.54
Purchases - Invoice	26th Sep 2018	Bidfood	83123610	441.74	0.00	441.74
Purchases - Invoice	26th Sep 2018	Saporous Foods Limited	4077	271.03	0.00	271.03
Purchases - Invoice	27th Sep 2018	Chapple & Jenkins Ltd	495714	294.75	58.95	353.7
Purchases - Invoice	27th Sep 2018	Saporous Foods Limited	4093	132.34	0.00	132.34
Purchases - Cash Purchase	27th Sep 2018	tesco	1	94.70	0.00	94.7
Purchases - Invoice	27th Sep 2018	Theos Food Company	113185	262.25	0.00	262.25
Purchases - Invoice	28th Sep 2018	Bidfood	83168141	658.97	13.71	672.68
Purchases - Invoice	28th Sep 2018	Saporous Foods Limited	4106	167.59	0.00	167.59

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Invoice	28th Sep 2018	Spice Time (Safy Impex Ltd)	280918-1	192.90	0.00	192.9
Purchases - Invoice	28th Sep 2018	Worcester Produce	354058	32.60	0.00	32.6
Purchases - Invoice	28th Sep 2018	Worcester Produce	354060	30.81	0.00	30.81
				21,416.01	726.70	22,142.71

Light Equipment						
Purchases - Cash Purchase	12th Aug 2018	SAINSBURYS	C919	10.00	0.00	10
Purchases - Cash Purchase	18th Sep 2018	amazon	Q27301580203	29.95	0.00	29.95
				39.95	0.00	39.95

Non Food Disposables						
Purchases - Invoice	3rd Sep 2018	Bidfood	82739517	60.81	12.16	72.97
Purchases - Invoice	5th Sep 2018	Bidfood	82782144	74.72	14.94	89.66
Purchases - Invoice	7th Sep 2018	Bidfood	82825549	65.54	26.06	91.6
Purchases - Invoice	10th Sep 2018	Bidfood	82851791	59.10	11.82	70.92
Purchases - Invoice	12th Sep 2018	Bidfood	82895874	45.64	9.13	54.77
Purchases - Invoice	17th Sep 2018	Bidfood	82967195	23.43	0.00	23.43
Purchases - Cash Purchase	20th Sep 2018	SAINSBURYS	7059	14.00	0.00	14
				343.24	74.11	417.35

Stationery						
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# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Purchases - Cash Purchase	29th Aug 2018	think ink	000010	42.00	0.00	42
				42.00	0.00	42.00

Uniforms						
Purchases - Invoice	19th Jul 2018	Alexandra	OLSINV/05081650	46.62	9.32	55.94
Purchases - Invoice	19th Jul 2018	Alexandra	OLSINV/05081381	97.84	19.57	117.41
Purchases - Invoice	20th Jul 2018	Alexandra	OLSINV/05085346	38.85	7.77	46.62
Purchases - Invoice	31st Jul 2018	Alexandra	OLSINV/05103991	15.54	3.11	18.65
Purchases - Invoice	1st Aug 2018	Alexandra	OLSINV/05109562	153.27	30.65	183.92
Purchases - Invoice	3rd Aug 2018	Alexandra	OLSINV/05115167	33.75	6.75	40.5
Purchases - Invoice	4th Aug 2018	Alexandra	OLSINV/05116771	31.08	6.22	37.3
				416.95	83.39	500.34

Management Fee						
Regular Cost	September 2018	-	Management Fee	500.00	100	600
				500.00	100.00	600.00

Depreciation						
Regular Cost	September 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



23,810.67	1,194.71	25,005.38
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section six

# client issue summary

# Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



	1st Sep 2018 (Sat)	2nd Sep 2018 (Sun)	3rd Sep 2018 (Mon)	4th Sep 2018 (Tue)	5th Sep 2018 (Wed)	6th Sep 2018 (Thu)	7th Sep 2018 (Fri)
Breakfast Club	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
Duty Meals	0	0	0	0	13	12	13
Unit Price	0.00	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	14.04	12.96	14.04
FSM	0	0	0	0	12	34	35
Unit Price	0.00	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	12.96	36.72	37.80
	8th Sep 2018 (Sat)	9th Sep 2018 (Sun)	10th Sep 2018 (Mon)	11th Sep 2018 (Tue)	12th Sep 2018 (Wed)	13th Sep 2018 (Thu)	14th Sep 2018 (Fri)
Breakfast Club	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
Duty Meals	0	0	14	13	12	13	13
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	15.12	14.04	12.96	14.04	14.04
FSM	0	0	41	40	36	30	31
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	44.28	43.20	38.88	32.40	33.48
	15th Sep 2018 (Sat)	16th Sep 2018 (Sun)	17th Sep 2018 (Mon)	18th Sep 2018 (Tue)	19th Sep 2018 (Wed)	20th Sep 2018 (Thu)	21st Sep 2018 (Fri)

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Breakfast Club	0	0	0	0	0	11	0
Unit Price	0.00	0.00	0.00	0.00	0.00	1.08	0.00
Net Charge	0.00	0.00	0.00	0.00	0.00	11.88	0.00
Duty Meals	0	0	13	13	14	0	13
Unit Price	0.00	0.00	1.08	1.08	1.08	0.00	1.08
Net Charge	0.00	0.00	14.04	14.04	15.12	0.00	14.04
FSM	0	0	38	39	40	43	39
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	41.04	42.12	43.20	46.44	42.12

	22nd Sep 2018 (Sat)	23rd Sep 2018 (Sun)	24th Sep 2018 (Mon)	25th Sep 2018 (Tue)	26th Sep 2018 (Wed)	27th Sep 2018 (Thu)	28th Sep 2018 (Fri)
Breakfast Club	0	0	0	0	0	0	11
Unit Price	0.00	0.00	0.00	0.00	0.00	0.00	1.08
Net Charge	0.00	0.00	0.00	0.00	0.00	0.00	11.88
Duty Meals	0	0	14	13	12	13	0
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	0.00	15.12	14.04	12.96	14.04	0.00
FSM	0	0	37	30	37	41	41
Unit Price	0.00	0.00	1.08	1.08	1.08	1.08	1.08
Net Charge	0.00	0.00	39.96	32.40	39.96	44.28	44.28

	29th Sep 2018 (Sat)	30th Sep 2018 (Sun)
Breakfast Club	0	0
Unit Price	0.00	0.00
Net Charge	0.00	0.00

## Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018

Duty Meals	0	0
Unit Price	0.00	0.00
Net Charge	0.00	0.00

FSM	0	0
Unit Price	0.00	0.00
Net Charge	0.00	0.00



Quantity Total	874	
Net Total	943.92	
Breakfast Club	Quantity	22
	Net Charge	23.76
Duty Meals	Quantity	208
	Net Charge	224.64
FSM	Quantity	644
	Net Charge	695.52

# Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



Date	Description	Qty	Unit Price	Net
3rd Sep 2018	Breakfast. teacher training day	100	1.10	110.00
3rd Sep 2018	refreshments for break teacher training	100	0.90	90.00
3rd Sep 2018	lunch & drinks teacher training	100	1.65	165.00
4th Sep 2018	milk . finance dept	1	1.45	1.45
4th Sep 2018	Breakfast. teacher training day	100	1.10	110.00
4th Sep 2018	refreshments for break teacher training	100	0.95	95.00
4th Sep 2018	lunch BBQ & drinks teacher training	80	4.00	320.00
5th Sep 2018	milk. computer & DT det	1	1.45	1.45
5th Sep 2018	milk exams office	1	1.45	1.45
7th Sep 2018	drinks for 6th form BBQ	200	0.45	90.00
7th Sep 2018	charge for unsold food at cost for 6th form BBQ	100	2.00	200.00
7th Sep 2018	milk staffroom for 5 days 3 lots 2.5litre	1	25.00	25.00
10th Sep 2018	milk,Lesley 11+ day	3	1.45	4.35
10th Sep 2018	milk . finance dept	1	1.45	1.45
10th Sep 2018	milk maths department	1	1.45	1.45
10th Sep 2018	milk phisics dept	1	1.45	1.45
10th Sep 2018	cookies & drinks	45	1.05	47.25

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



13th Sep 2018	sharon . Mandarin catering	45	1.10	49.50
13th Sep 2018	lesley. fruit, water & cakes	20	1.45	29.00
13th Sep 2018	milk . dt & computer department	1	1.45	1.45
14th Sep 2018	Graham staffroom service milk & sugar	1	25.00	25.00
17th Sep 2018	lesley Invigilators meals & drinks	2	2.00	4.00
17th Sep 2018	sharon . Mandarin catering	45	1.10	49.50
18th Sep 2018	milk . finance dept	1	1.45	1.45
18th Sep 2018	(agreed with graham) free school meals charge	12	1.08	12.96
19th Sep 2018	FSM . Josh Richardson reimbursed . (Graham authorised)	5	2.20	11.00
19th Sep 2018	Mr Howell. Hockey	16	1.10	17.60
19th Sep 2018	sharon heads pa. cookies	34	0.45	15.30
19th Sep 2018	netball department cookies	45	0.45	20.25
19th Sep 2018	water	25	0.45	11.25
20th Sep 2018	sharon . Mandarin catering	45	1.10	49.50
20th Sep 2018	A.Buxton Music dept coffee ,cake 6th formers	15	0.55	8.25
21st Sep 2018	Graham staffroom service milk & sugar	1	25.00	25.00
21st Sep 2018	milk . finance dept	1	1.45	1.45
24th Sep 2018	govenors meeting. m. Mellor	20	1.35	27.00
24th Sep 2018	sharon . Mandarin catering	45	1.10	49.50

## Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Sep 2018 - 30th Sep 2018



24th Sep 2018	Mr Howell. Hockey	16	1.10	17.60
25th Sep 2018	lesley. open evening	200	0.90	180.00
25th Sep 2018	library. open evening	3	0.90	2.70
26th Sep 2018	mr whiting. Bromsgrove school. cartons juice & cookies	45	1.10	49.50
26th Sep 2018	milk . finance dept Jackie	1	1.45	1.45
26th Sep 2018	milk. It dept. Dilwar	1	1.45	1.45
26th Sep 2018	pe dept. Alex Davis. Hot Drinks	8	0.35	2.80
27th Sep 2018	sharon heads pa. cookies	29	0.45	13.05
27th Sep 2018	Mr Howell. Hockey	16	0.95	15.20
27th Sep 2018	sharon . Mandarin catering	45	1.10	49.50
28th Sep 2018	Graham staffroom service milk & sugar	1	25.00	25.00
				2,032.51

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.



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