

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

January 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 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 month ten of trading, the net cost of catering is £12.7k adverse to budget, due to total sales being £17.5k under budget. This is coupled with a gross profit margin of 48.84%, 3.96% below budget.

We have received a credit note of £4,148 relating to an overcharge in December's hospitality for the cake charges. We have included this in the additional invoice/credit section of our monitoring.

We have not received January's labour breakdown. Once we have received this, we shall update our monitoring accordingly to reflect this.

We have still not received a revised invoice for November. We have continued to request this from the contractor and once we have received this, we shall update our monitoring accordingly.

Client Return

We have received clarification from Aspens to confirm that the return of £589 per month was incorrect for April and May. They have confirmed that the budget has been updated to reflect the correct year end return of £6,000. This means that from November 2017 to March 2018, they will be returning £464 per month. For November we will be able to provide an update on the month's true return once we have received a revised invoice. For December and January however, they have returned £500. We have queried this with Aspens. Once we have received a clarification for this, we shall be able to provide a further update.

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 2017 to March 2018

Budget Heading	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	% of Actual Sales	2017/18 Actual	% of Bdgtd Sales	2017/18 Budget	2017/18 Variance
Sales :									
Sales	£102,581.52	£170,680.07	£169,462.61	£191,017.43	90.86%	£188,937.01	96.00%	£216,411.00	-£27,473.99
Adult Sales	£9.06				0.28%	£580.94			£580.94
Client Issues	£8,460.44	£12,639.58	£12,563.81	£12,422.52	8.86%	£18,429.86	4.00%	£9,019.36	£9,410.50
Total Sales	£111,051.02	£183,319.65	£182,026.42	£203,439.95	100.00%	£207,947.81	100.00%	£225,430.36	-£17,482.55
Less Consumption :									
Opening Stock	£16,489.92				22.94%	£47,712.08			£47,712.08
Cost of Sales	£60,097.05	£98,565.63	£86,509.15	£94,535.97	54.28%	£112,875.35	47.20%	£106,403.76	£6,471.59
Less Closing Stock	-£16,489.92				-26.07%	-£54,204.49			-£54,204.49
Total Consumption	£60,097.05	£98,565.63	£86,509.15	£94,535.97	51.16%	£106,382.94	47.20%	£106,403.76	-£20.82
Gross Profit :									
Total Gross Profit	£50,953.97	£84,754.02	£95,517.27	£108,903.98	48.84%	£101,564.87	52.80%	£119,026.60	-£17,461.73
Gross Profit %	45.88%	46.23%	52.47%	53.53%		48.84%		52.80%	-3.96%
Less Labour:									
Basic Pay	£35,756.03	£74,916.70	£76,132.30	£82,755.32	37.91%	£78,836.10	41.77%	£94,159.81	-£15,323.71
Employers' NI	£1,012.66				2.52%	£5,248.22			£5,248.22
Employers Pens	£248.99				0.26%	£548.41			£548.41
NEST Pens	£21.77								
PAYE					1.43%	£2,969.80			£2,969.80
Overtime	£1,696.75								
Apprenticeship Levy					0.17%	£349.07			£349.07
Other Deductions					0.25%	£526.00			£526.00
Sick Pay	£110.33								
DBS Check	£520.00								
Total Labour Costs	£39,366.53	£74,916.70	£76,132.30	£82,755.32	42.55%	£88,477.60	41.77%	£94,159.81	-£5,682.21
Less Expenses:									
Disposables	£650.15	£4,015.65	£1,355.25	£5,019.23	2.74%	£5,706.19	0.31%	£691.93	£5,014.26
Cleaning Materials	£4.80	£2,398.24	£1,313.24	£1,607.64	0.66%	£1,375.72	0.36%	£814.04	£561.68
IT Equipment & Recharge	£44.00	£100.00							
Uniforms & Laundry	£1,636.78	£1,458.32	£1,000.00	£250.00	0.90%	£1,871.03	0.23%	£525.00	£1,346.03
Marketing Expenses	£138.79	£1,125.00	£1,375.00	£750.00	0.01%	£15.54	0.18%	£416.70	-£401.16
Equipment Purchases	£1,313.68	£1,500.00			0.39%	£804.14			£804.14
Equipment Hire	£76.55	£120.00	£1,200.00	£1,200.00					
Deep Clean	£25.00	£500.00	£1,500.00	£1,350.00			0.53%	£1,200.00	-£1,200.00
Bank / Credit Card Charges	£702.07								
Cash Collection	£224.31	£1,480.00	£2,500.00	£2,500.00			0.35%	£791.70	-£791.70
Subcontracted Deep Clean Costs	£200.00				0.60%	£1,249.00			£1,249.00
Sundry Expenses	£0.50	£113.00	£1,008.90	£872.09	-0.73%	-£1,519.70	0.17%	£375.00	-£1,894.70
Telephone	£348.72				0.03%	£64.83			£64.83
Subcontracted Refuse	£503.44						0.39%	£875.00	-£875.00
Stationary & Postage	£385.20	£392.30	£1,287.67	£876.70	0.01%	£29.95	0.18%	£416.70	-£386.75
Training	£158.70	£577.16							
Depreciation	£500.00	£5,000.00	£5,000.00	£5,000.00	4.36%	£9,074.64	4.47%	£10,080.33	-£1,005.69
Staff Advertising & Recruitment	£11.70	£31.50							
CRB			£380.00				0.24%	£550.00	-£550.00
Stock Movement				£360.81	-0.25%	-£518.25			-£518.25
Management Fee	£3,948.32	£13,331.98	£13,247.66	£12,500.00	2.16%	£4,500.00	2.22%	£5,000.00	-£500.00
Total Expenses	£10,872.71	£32,143.15	£31,167.72	£32,286.47	10.89%	£22,653.09	9.64%	£21,736.40	£916.69
Total Overheads	£50,239.24	£107,059.85	£107,300.02	£115,041.79	53.44%	£111,130.69	51.41%	£115,896.21	-£4,765.52
Less Gross Profit	-£50,953.97	-£84,754.02	-£95,517.27	-£108,903.98	-48.84%	-£101,564.87	-52.80%	-£119,026.60	£17,461.73
NET COST OF CATERING	-£714.73	£22,305.83	£11,782.75	£6,137.81	4.60%	£9,565.82	-1.39%	-£3,130.39	£12,696.21
Plus Adjustment:									
Balancing Subsidy	-£2,199.19	-£16,762.90	-£10,987.75	-£6,137.81	-7.77%	-£16,162.24	-0.78%	-£1,762.96	-£14,399.28
Total Adjustments	-£2,199.19	-£16,762.90	-£10,987.75	-£6,137.81	-7.77%	-£16,162.24	-0.78%	-£1,762.96	-£14,399.28
Total Fixed Invoiced Cost	-£2,913.92	£5,542.93	£795.00		-3.17%	-£6,596.42	-2.17%	-£4,893.35	-£1,703.07
Plus Client Issues:									
Client Issues Recharged	£8,460.44	£12,640.30	£12,619.65	£12,487.81	8.86%	£18,429.87			
Total Client Issues	£8,460.44	£12,640.30	£12,619.65	£12,487.81	8.86%	£18,429.87			
Total Invoiced Cost Pre Vat	£5,546.52	£18,183.23	£13,414.65	£12,487.81	5.69%	£11,833.45			
Plus VAT:									
Input VAT	£6,495.13	£7,476.80	£4,723.92	£8,755.55	3.56%	£7,403.26			
Output VAT	-£319.91	-£107.59	£1,361.62	-£333.60	-0.02%	-£46.61			
Total VAT	£6,175.22	£7,369.21	£6,085.54	£8,421.95	3.54%	£7,356.65			
Total Invoiced Cost Plus VAT	£11,721.74	£25,552.44	£19,500.19	£20,909.76	9.23%	£19,190.10			
Plus Additional Invoices/Credits:									
Net Invoice Value		-£1,334.55			-1.99%	-£4,148.00			
VAT Charged		-£79.17							
Total Additional Invoice/Credit		-£1,413.72			-1.99%	-£4,148.00			

section three

monthly comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Ten
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Total Overheads	£50,239.24	£107,059.85	£107,300.02	£115,041.79	53.44%	£111,130.69	51.41%	£115,896.21	-£4,765.52
Less Gross Profit	-£50,953.97	-£84,754.02	-£95,517.27	-£108,903.98	-48.84%	-£101,564.87	-52.80%	-£119,026.60	£17,461.73
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Plus Adjustment:									
Balancing Subsidy	-£2,199.19	-£16,762.90	-£10,987.75	-£6,137.81	-7.77%	-£16,162.24	-0.78%	-£1,762.96	-£14,399.28
Total Adjustments	-£2,199.19	-£16,762.90	-£10,987.75	-£6,137.81	-7.77%	-£16,162.24	-0.78%	-£1,762.96	-£14,399.28
Total Fixed Invoiced Cost	-£2,913.92	£5,542.93	£795.00		-3.17%	-£6,596.42	-2.17%	-£4,893.35	-£1,703.07
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Client Issues Recharged	£8,460.44	£12,640.30	£12,619.65	£12,487.81	8.86%	£18,429.87			
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Total Invoiced Cost Pre Vat	£5,546.52	£18,183.23	£13,414.65	£12,487.81	5.69%	£11,833.45			
Plus VAT:									
Input VAT	£6,495.13	£7,476.80	£4,723.92	£8,755.55	3.56%	£7,403.26			
Output VAT	-£319.91	-£107.59	£1,361.62	-£333.60	-0.02%	-£46.61			
Total VAT	£6,175.22	£7,369.21	£6,085.54	£8,421.95	3.54%	£7,356.65			
Total Invoiced Cost Plus VAT	£11,721.74	£25,552.44	£19,500.19	£20,909.76	9.23%	£19,190.10			
Plus Additional Invoices/Credits:									
Net Invoice Value		-£1,334.55			-1.99%	-£4,148.00			
VAT Charged		-£79.17							
Total Additional Invoice/Credit		-£1,413.72			-1.99%	-£4,148.00			

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	50.00%	44.68%	49.34%	48.01%

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit	38.22%	0.00%	44.95%	27.72%

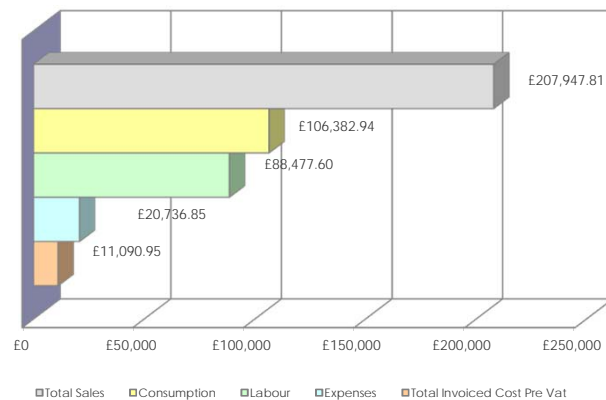
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	40.15%	57.20%	52.49%	49.95%

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit	54.83%			

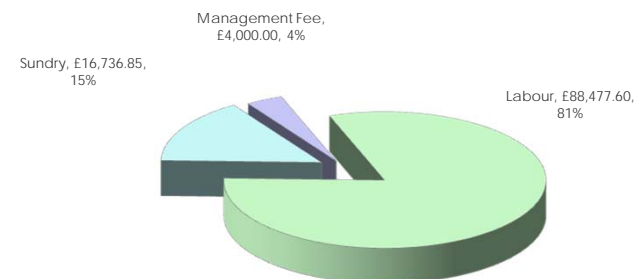
Monthly Performance Summary

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	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	£9,038	£21,575	£22,036	£14,123	£0.00	£29,111	£25,336	£35,774	£22,347	£28,607			£207,947.81
Consumption	50.00%	55.32%	50.66%	61.78%	0.00%	55.05%	59.85%	42.80%	47.51%	45.17%			51.16%
Gross Profit	50.00%	44.68%	49.34%	38.22%	0.00%	44.95%	40.15%	57.20%	52.49%	54.83%			48.84%
Labour	69.23%	46.04%	38.42%	59.98%	0.00%	33.55%	36.67%	26.63%	42.59%	30.92%			42.55%
Sundries	29.98%	9.24%	14.47%	11.52%	0.00%	4.57%	3.96%	3.20%	12.23%	4.95%			8.73%
Management Fee	5.53%	2.32%	2.27%	3.54%	0.00%	1.72%	0.00%	1.40%	2.24%	1.75%			2.23%
Net Cost of Catering	£4,947.71	£2,787.07	£1,281.45	£5,200.04	£9,910.63	-£1,488.49	£120.37	-£9,291.36	£1,020.52	-£4,922.12			£9,565.82
Variance	£960.45	£3,563.27	£3,100.30	£1,535.16	-£1,430.88	£4,419.94	£3,629.55	-£4,179.17	£1,680.94	-£583.35			£12,696.21

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: 01/S300/17C
Invoice Date: 16/01/2017

Description	Quantity	Price	Net	Vat	Gross
December Hospitality Overcharge			-£4,148.00	£0.00	-£4,148.00

Net Total: -£4,148.00
Vat Total: £0.00
Gross Total: -£4,148.00

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-1826
Invoice Date: 31st Jan 2018

Description	Net	Vat	Gross
Services Provided :	£742.50	£830.32	£1,572.82
<hr/>			
Your Output VAT on Sales @20% of	£-80.96	is	£-16.19
Your Output VAT on Sales @0% of	£-27,283.68	is	£0.00
Your Input VAT on Purchases @20% of	£1,890.75	is	£544.85
Your Input VAT on Purchases @0% of	£15,861.43	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£8,846.63	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	£742.50		£830.32

Net Total: £742.50
Vat Total: £830.32
Net Total: £1,572.82

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Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2018 - 2nd Mar 2018



Description	Net
Cash Sales	
Catering Cash Students	1,216.61
Catering Cashless Students	26,067.07
Catering Cashless Adults	80.96
Subtotal Cash Sales	27,364.64
Credit Sales	
Duty Meals	287.28
FSM	521.64
Hospitality	433.58
Subtotal Credit Sales	1,242.50
Total Sales	28,607.14
Cost of Sales	
Opening Stock	4475.64 (22/12/2017)
Purchases	14,938.92
Closing Stock	6492.41 (31/01/2018)
Consumption	12,922.15
Gross Profit	15,684.99
GP%	54.83%
Labour	
Labour	8,846.63
Total Labour	8,846.63
Sundries	
Opening Stock	559.03 (22/12/2017)
Purchases	367.13
Closing Stock	518.25 (31/01/2018)
Total Sundries	407.91
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-4,922.12
Invoice Reconciliation	

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Jan 2018 - 2nd Mar 2018



Net Cost of Catering	-4,922.12
Cost Adjustment	4,422.12
Credit Sales	1,242.50
Invoice Value (GBP)	742.50

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	15th Dec 2017	Bidfood	77968988	8.82	1.77	10.59
Purchases - Credit Note	18th Dec 2017	Bidfood	77998808 dummy credit	-28.03	-0.00	-28.03
Purchases - Invoice	18th Dec 2017	Bidfood	77998808	43.97	8.79	52.76
Purchases - Credit Note	20th Dec 2017	Bidfood	78036619 dummy credit	-21.92	-0.00	-21.92
Purchases - Invoice	20th Dec 2017	Bidfood	78036619	11.10	2.22	13.32
Purchases - Invoice	8th Jan 2018	Bidfood	78218571	10.10	2.02	12.12
Purchases - Invoice	10th Jan 2018	Bidfood	78256090	8.82	1.77	10.59
Purchases - Invoice	12th Jan 2018	Bidfood	78296448	39.56	7.91	47.47
Purchases - Invoice	15th Jan 2018	Bidfood	78320934	13.37	2.67	16.04
Purchases - Invoice	17th Jan 2018	Bidfood	78365983	16.85	3.37	20.22
Purchases - Invoice	17th Jan 2018	Blakemore Foodservice	5759771	19.73	3.95	23.68
Purchases - Invoice	19th Jan 2018	Bunzl Catering	01289169	44.72	8.94	53.66
Purchases - Cash Purchase	19th Jan 2018	wilkinsons	1	5.00	0.00	5
Purchases - Invoice	22nd Jan 2018	Blakemore Foodservice	5764367	1.23	0.25	1.48
Purchases - Invoice	24th Jan 2018	Bidfood	78471287	4.41	0.88	5.29
Purchases - Invoice	26th Jan 2018	Bidfood	78511984	15.94	3.19	19.13

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



193.67	47.73	241.40
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Food Purchases						
Purchases - Invoice	22nd Oct 2017	Lewis Bakery	41422	93.60	0.00	93.6
Purchases - Credit Note	15th Dec 2017	Bidfood	77968988 dummy credit	-227.52	-6.51	-234.03
Purchases - Invoice	15th Dec 2017	Bidfood	77968988	218.70	4.74	223.44
Purchases - Credit Note	18th Dec 2017	Bidfood	77998808 dummy credit	-406.36	-26.93	-433.29
Purchases - Invoice	18th Dec 2017	Bidfood	77998808	390.42	18.14	408.56
Purchases - Credit Note	20th Dec 2017	Bidfood	78036619 dummy credit	-425.29	-11.69	-436.98
Purchases - Invoice	20th Dec 2017	Bidfood	78036619	436.11	9.47	445.58
Purchases - Invoice	20th Dec 2017	Magenta (UK) Ltd	2114099	232.82	46.56	279.38
Purchases - Invoice	5th Jan 2018	Worcester Produce	309867	85.49	0.00	85.49
Purchases - Invoice	5th Jan 2018	Worcester Produce	309866	32.60	0.00	32.6
Purchases - Invoice	8th Jan 2018	Bidfood	78218571	715.04	15.24	730.28
Purchases - Invoice	8th Jan 2018	Blakemore Foodservice	5735427	328.32	0.00	328.32
Purchases - Invoice	8th Jan 2018	Chapple & Jenkins Ltd	433496	889.04	118.80	1007.84
Purchases - Cash Purchase	8th Jan 2018	SAINSBURYS	1	16.10	0.00	16.1
Purchases - Invoice	9th Jan 2018	Delice de France	351144506	68.41	0.00	68.41
Purchases - Invoice	9th Jan 2018	Freshfayre Chilled Foodservice	21-23044CR	26.22	0.00	26.22

Hospitality

School: Bishop Vesey's Grammar School

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Purchases - Invoice	9th Jan 2018	Worcester Produce	310383	122.69	0.00	122.69
Purchases - Invoice	9th Jan 2018	Worcester Produce	310380	32.60	0.00	32.6
Purchases - Invoice	9th Jan 2018	Worcester Produce	310385	10.21	0.00	10.21
Purchases - Invoice	9th Jan 2018	Worcester Produce	310387	3.64	0.00	3.64
Purchases - Cash Purchase	10th Jan 2018	asda	1	7.69	0.00	7.69
Purchases - Invoice	10th Jan 2018	Bidfood	78256090	1012.03	8.28	1020.31
Purchases - Invoice	10th Jan 2018	Blakemore Foodservice	5751087	395.50	7.38	402.88
Purchases - Invoice	10th Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-100118-1	256.00	0.00	256
Purchases - Invoice	10th Jan 2018	Tugo Food Systems Ltd	200371	221.73	0.00	221.73
Purchases - Invoice	12th Jan 2018	Bidfood	78296448	732.22	8.35	740.57
Purchases - Credit Note	12th Jan 2018	Bidfood	99359051	-59.30	-0.00	-59.3
Purchases - Invoice	12th Jan 2018	Freshfayre Chilled Foodservice	421-23090CR	108.35	0.00	108.35
Purchases - Invoice	12th Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-120118-1	225.75	0.00	225.75
Purchases - Cash Purchase	12th Jan 2018	tesco	1	144.89	0.00	144.89
Purchases - Invoice	12th Jan 2018	Worcester Produce	310855	71.44	0.00	71.44
Purchases - Invoice	12th Jan 2018	Worcester Produce	310853	32.60	0.00	32.6
Purchases - Invoice	14th Jan 2018	Lewis Bakery	41778	171.25	0.00	171.25
Purchases - Invoice	15th Jan 2018	Bidfood	78320934	573.17	16.75	589.92
Purchases - Invoice	15th Jan 2018	Blakemore Foodservice	5755757	449.20	7.38	456.58

Hospitality

School: Bishop Vesey's Grammar School

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Purchases - Invoice	15th Jan 2018	Chapple & Jenkins Ltd	435046	272.50	29.70	302.2
Purchases - Invoice	16th Jan 2018	Freshfayre Chilled Foodservice	421-23126CR	82.13	0.00	82.13
Purchases - Invoice	16th Jan 2018	Worcester Produce	311446	94.46	0.00	94.46
Purchases - Invoice	16th Jan 2018	Worcester Produce	311443	32.60	0.00	32.6
Purchases - Invoice	17th Jan 2018	Bidfood	78365983	698.75	21.17	719.92
Purchases - Invoice	17th Jan 2018	Blakemore Foodservice	5759771	441.71	14.76	456.47
Purchases - Invoice	17th Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-170118-1	174.75	0.00	174.75
Purchases - Invoice	19th Jan 2018	Bidfood	78403394	405.65	3.54	409.19
Purchases - Invoice	19th Jan 2018	Bunzl Catering	01289172	325.30	65.06	390.36
Purchases - Invoice	19th Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-190118-1	219.55	0.00	219.55
Purchases - Cash Purchase	19th Jan 2018	tesco	1	2.64	0.00	2.64
Purchases - Invoice	19th Jan 2018	Tugo Food Systems Ltd	201312	177.66	0.00	177.66
Purchases - Invoice	19th Jan 2018	Worcester Produce	311875	40.13	0.00	40.13
Purchases - Invoice	19th Jan 2018	Worcester Produce	311874	32.60	0.00	32.6
Purchases - Invoice	21st Jan 2018	Lewis Bakery	41810	160.15	0.00	160.15
Purchases - Invoice	22nd Jan 2018	Bidfood	78430083	378.46	16.42	394.88
Purchases - Invoice	22nd Jan 2018	Blakemore Foodservice	5764367	286.64	0.00	286.64
Purchases - Invoice	23rd Jan 2018	Delice de France	351274975	78.33	0.00	78.33
Purchases - Invoice	23rd Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-230118-1	268.90	0.00	268.9

Hospitality

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Purchases - Cash Purchase	23rd Jan 2018	tesco	1	111.44	0.00	111.44
Purchases - Invoice	23rd Jan 2018	Worcester Produce	312629	32.60	0.00	32.6
Purchases - Invoice	23rd Jan 2018	Worcester Produce	312632	207.89	0.00	207.89
Purchases - Invoice	24th Jan 2018	Bidfood	78471287	472.95	2.95	475.9
Purchases - Invoice	24th Jan 2018	Blakemore Foodservice	5768138	272.27	0.00	272.27
Purchases - Cash Purchase	24th Jan 2018	wing Yip	1	9.88	0.00	9.88
Purchases - Invoice	25th Jan 2018	Chapple & Jenkins Ltd	437429	630.35	65.50	695.85
Purchases - Invoice	26th Jan 2018	Bidfood	78511984	279.62	5.39	285.01
Purchases - Invoice	26th Jan 2018	Freshfayre Chilled Foodservice	#21-23254CR	49.69	0.00	49.69
Purchases - Invoice	26th Jan 2018	Spice Time (Safy Impex Ltd)	ASPENS28-260118-1	287.50	0.00	287.5
Purchases - Invoice	26th Jan 2018	Worcester Produce	313139	24.69	0.00	24.69
Purchases - Invoice	26th Jan 2018	Worcester Produce	313137	32.60	0.00	32.6
Purchases - Invoice	28th Jan 2018	Lewis Bakery	41840	171.25	0.00	171.25
Purchases - Invoice	29th Jan 2018	Bidfood	7858929	409.15	0.00	409.15
Purchases - Invoice	30th Jan 2018	Blakemore Foodservice	5772694	228.93	0.00	228.93
Purchases - Invoice	30th Jan 2018	Delice de France	351340629	90.25	0.00	90.25
Purchases - Invoice	30th Jan 2018	Freshfayre Chilled Foodservice	#21-23296cr	38.88	0.00	38.88
Purchases - Invoice	30th Jan 2018	Spice Time (Safy Impex Ltd)	300118-11	297.40	0.00	297.4
Purchases - Invoice	30th Jan 2018	Worcester Produce	313792	100.71	0.00	100.71

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Purchases - Invoice	30th Jan 2018	Worcester Produce	313789	32.60	0.00	32.6
				14,938.92	440.45	15,379.37

Non Food Disposables						
Purchases - Invoice	8th Jan 2018	Bidfood	78218571	30.18	6.04	36.22
Purchases - Invoice	10th Jan 2018	Bidfood	78256090	3.60	0.72	4.32
Purchases - Invoice	12th Jan 2018	Bidfood	78296448	30.18	6.04	36.22
Purchases - Invoice	15th Jan 2018	Bidfood	78320934	24.42	4.88	29.3
Purchases - Invoice	22nd Jan 2018	Bidfood	78430083	30.18	6.04	36.22
Purchases - Invoice	29th Jan 2018	Bidfood	7858929	50.91	32.16	83.07
				169.47	55.88	225.35

Uniforms						
Purchases - Invoice	14th Dec 2017	Alexandra	OLSINV/04668930	16.62	3.32	19.94
Purchases - Credit Note	2nd Jan 2018	Alexandra	OLCRED/00879750	-12.63	-2.53	-15.16
				3.99	0.79	4.78

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

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Depreciation						
Regular Cost	January 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00
				16,814.38	846.52	17,660.90

Payroll Summary (Period 9)

ASPENS SERVICES LIMITED

Division_Name	Department_Name	First_Name	Surname	Gross pay	PAYE	EE NI	PENSIONS EE	OTHER DEDUCTIONS	NET PAY	ERS NI	ER PENSIONS
	S300 - Bishop Vesey	Selina	Tumulty	850.2	0	20.42	2.91	0	826.87	23.49	3.64
	S300 - Bishop Vesey	Sarah	Green	763	0	9.96	2.22	0	750.82	11.45	2.77
	S300 - Bishop Vesey	Lynette	Wilson	579.06	0	0	0.74	0	578.32	0	0.93
	S300 - Bishop Vesey	Lisa	McNamara	553.17	0	0	0.54	16.6	536.03	0	0.67
	S300 - Bishop Vesey	Kevin	Cartwright	1078.12	23.8	47.77	4.74	0	1001.81	54.94	5.92
	S300 - Bishop Vesey	Jayne	Phillips	545	0	0	0.47	0	544.53	0	0.59
	S300 - Bishop Vesey	Bridie	Curtis	2227.17	253.6	185.66	13.93	0	1773.98	213.51	17.41
	S300 - Bishop Vesey	Samantha	Peacock	486	0	0	0	0	486	0	0
	S300 - Bishop Vesey	Lynda	Mercelsanca	444.84	0	0	0	0	444.84	0	0
	S300 - Bishop Vesey	Danielle	Smith	540	0	0	0.43	0	539.57	0	0.54
	S300 - Bishop Vesey	Nicola	Mercelsanca	643.77	0	0	1.26	0	642.51	0	1.58
	S300 - Bishop Vesey	Michelle	Graham	424.2	84.8	0	0	0	339.4	0	0
	S300 - Bishop Vesey Total			9134.53	362.2	263.81	27.24	16.6	8464.68	303.39	34.05
	Total Cost			9,471.97							
			Apprenticeship Levy	45.69							

section six

client issue summary

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Date	Description	Qty	Unit Price	Net
8th Jan 2018	milk . stem block	1	1.45	1.45
8th Jan 2018	milk. main school office	1	1.45	1.45
8th Jan 2018	milk, it department	1	1.45	1.45
10th Jan 2018	cookies & drinks . netball dpt	20	0.90	18.00
10th Jan 2018	milk . finance dept	1	1.45	1.45
11th Jan 2018	sharon heads pa. cookies	26	0.45	11.70
11th Jan 2018	hockey tea. mr howell . cookies & drinks	16	0.95	15.20
12th Jan 2018	staffroom service . Graham. milk & sugar	1	25.00	25.00
15th Jan 2018	milk . finance dept	1	1.45	1.45
15th Jan 2018	milk. main school office	1	1.45	1.45
17th Jan 2018	hockey tea. mr howell . cookies & drinks	16	0.95	15.20
17th Jan 2018	packed lunches mr howell	22	1.55	34.10
18th Jan 2018	milk . finance dept	1	1.45	1.45
18th Jan 2018	Lesley water parents eve	30	0.45	13.50
18th Jan 2018	sharon heads pa. cookies	29	0.45	13.05
18th Jan 2018	parents evening baguettes & sandwiches	16	1.08	17.28
19th Jan 2018	staffroom service . Graham	1	25.00	25.00

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



22nd Jan 2018	milk . stem block	1	1.45	1.45
24th Jan 2018	milk, it department	1	1.45	1.45
25th Jan 2018	mr hopwells Irish visitors Lunch & Drinks	17	2.00	34.00
25th Jan 2018	milk. main school office	1	1.45	1.45
25th Jan 2018	sharon heads pa. cookies	30	0.45	13.50
26th Jan 2018	rugby catering. Graham drinks & cookies	60	0.95	57.00
26th Jan 2018	Graham staffroom service milk & sugar	1	25.00	25.00
26th Jan 2018	Chess club tea.	12	1.95	23.40
26th Jan 2018	milk . main school office	1	1.45	1.45
26th Jan 2018	milk, it department	1	1.45	1.45
29th Jan 2018	brian davis development dept WATER	24	0.45	10.80
29th Jan 2018	milk. maths dept	1	1.45	1.45
29th Jan 2018	govenors meeting. m. Mellor	22	1.25	27.50
30th Jan 2018	vip lunch & drinks Mr Goodwin	7	2.95	20.65
31st Jan 2018	sharon heads pa. cookies	33	0.45	14.85
				433.58

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	1st Jan 2018 (Mon)	2nd Jan 2018 (Tue)	3rd Jan 2018 (Wed)	4th Jan 2018 (Thu)	5th Jan 2018 (Fri)	6th Jan 2018 (Sat)	7th Jan 2018 (Sun)
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
	8th Jan 2018 (Mon)	9th Jan 2018 (Tue)	10th Jan 2018 (Wed)	11th Jan 2018 (Thu)	12th Jan 2018 (Fri)	13th Jan 2018 (Sat)	14th Jan 2018 (Sun)
Duty Meals	14	15	14	15	16	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	15.12	16.20	15.12	16.20	17.28	0.00	0.00
FSM	23	24	25	26	24	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	24.84	25.92	27.00	28.08	25.92	0.00	0.00
	15th Jan 2018 (Mon)	16th Jan 2018 (Tue)	17th Jan 2018 (Wed)	18th Jan 2018 (Thu)	19th Jan 2018 (Fri)	20th Jan 2018 (Sat)	21st Jan 2018 (Sun)
Duty Meals	16	16	15	16	13	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	17.28	17.28	16.20	17.28	14.04	0.00	0.00
FSM	26	27	29	30	28	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	28.08	29.16	31.32	32.40	30.24	0.00	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	22nd Jan 2018 (Mon)	23rd Jan 2018 (Tue)	24th Jan 2018 (Wed)	25th Jan 2018 (Thu)	26th Jan 2018 (Fri)	27th Jan 2018 (Sat)	28th Jan 2018 (Sun)
Duty Meals	16	16	15	14	13	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	17.28	17.28	16.20	15.12	14.04	0.00	0.00
FSM	24	29	27	30	26	0	0
Unit Price	1.08	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	25.92	31.32	29.16	32.40	28.08	0.00	0.00

	29th Jan 2018 (Mon)	30th Jan 2018 (Tue)	31st Jan 2018 (Wed)
Duty Meals	15	15	12
Unit Price	1.08	1.08	1.08
Net Charge	16.20	16.20	12.96
FSM	30	29	26
Unit Price	1.08	1.08	1.08
Net Charge	32.40	31.32	28.08

Quantity Total	749	
Net Total	808.92	
Duty Meals	Quantity	266
	Net Charge	287.28
FSM	Quantity	483
	Net Charge	521.64

section seven

phased budget

Budget		Trading Days	12	17	20	16	0	16	18	20	15	20	15	21	190
	Budget	Trading %age Month	5.93% Apr-17	8.39% May-17	9.12% Jun-17	5.32% Jul-17	0.00% Aug-17	11.95% Sep-17	10.29% Oct-17	11.35% Nov-17	8.26% Dec-17	10.81% Jan-18	8.25% Feb-18	10.34% Mar-18	100.00% Total
Primary Paid			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Secondary Paid			£15,752	£22,315	£24,234	£14,136	£0	£31,766	£27,347	£30,161	£21,963	£28,737	£21,942	£27,495	£265,848
Cash Tuck Sales			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Cash Sales			£15,751.94	£22,315.25	£24,233.76	£14,136.36	£0.00	£31,766.42	£27,346.51	£30,160.93	£21,962.76	£28,737.20	£21,941.65	£27,495.22	£265,848.00
Total Cash Sales Per Day			£1,313	£1,313	£1,212	£884	£0	£1,985	£1,519	£1,508	£1,464	£1,437	£1,463	£1,309	£1,399
Credit Sales															
KS1 UFSM			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
KS2 SS FSM			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
KS2 Paid			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Secondary FSM			£486	£689	£748	£436	£0	£981	£844	£931	£678	£887	£677	£849	£8,208
Adult Paid (Internal Sale)			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Staff Duty			£170	£241	£262	£153	£0	£343	£296	£326	£237	£311	£237	£297	£2,873
Subtotal Credit Sales			£656.56	£930.12	£1,010.09	£589.22	£0.00	£1,324.05	£1,139.83	£1,257.14	£915.43	£1,197.79	£914.55	£1,146.03	£11,081
Hospitality			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Credit Sales			£656.56	£930.12	£1,010.09	£589.22	£0.00	£1,324.05	£1,139.83	£1,257.14	£915.43	£1,197.79	£914.55	£1,146.03	£11,080.80
Total Sales			£16,408	£23,245	£25,244	£14,726	£0	£33,090	£28,486	£31,418.07	£22,878	£29,935	£22,856	£28,641	£276,929
Food Costs															
Primary Paid			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Secondary Paid			£7,088	£10,042	£10,905	£6,361	£0	£14,295	£12,306	£13,572	£9,883	£12,932	£9,874	£12,373	£119,632
Secondary FSM			£486	£689	£748	£436	£0	£981	£844	£931	£678	£887	£677	£849	£8,208
Adult Paid (Internal Sale)			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Staff Duty			£170	£241	£262	£153	£0	£343	£296	£326	£237	£311	£237	£297	£2,873
Hospitality			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Total Food Costs			£7,744.93	£10,971.98	£11,915.28	£6,950.58	£0.00	£15,618.94	£13,445.76	£14,829.56	£10,798.67	£14,129.53	£10,788.29	£13,518.88	£130,712.40
Gross Profit			£8,664	£12,273	£13,329	£7,775	£0	£17,472	£15,041	£16,589	£12,080	£15,805	£12,068	£15,122	£146,216
Gross Profit %age			53%	53%	53%	53%	0%	53%	53%	53%	53%	53%	53%	53%	53%
Gross Profit Cash Sales Only			£8,663.57	£12,273.39	£13,328.57	£7,775.00	£0.00	£17,471.53	£15,040.58	£16,588.51	£12,079.52	£15,805.46	£12,067.91	£15,122.37	#VALUE!
Gross Profit %age - Cash Sales Only			55%	55%	55%	55%	0%	55%	55%	55%	55%	55%	55%	55%	
Overhead Costs															
Labour		Aspens Client	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£9,416	£112,990
		Sub Total	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£9,415.81	£112,989.73
Sundries															
Cleaning Materials			£59.25	£83.94	£91.16	£53.17	£0.00	£119.49	£102.87	£113.45	£82.61	£108.10	£82.53	£103.42	£1,000
Disposables			£50.36	£71.35	£77.48	£45.20	£0.00	£101.57	£87.44	£96.43	£70.22	£91.88	£70.15	£87.91	£850
Stationery & Postage			£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£500
Uniform Purchase			£75.00	£75.00	£750.00										£900
Deep Cleaning			£1,200.00												£1,200
Marketing			£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£41.67	£500
DBS Checks (Advanced)			£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£55.00	£660
ABS			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0
IT			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0
Cash Collection / Payment Charge			£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£79.17	£950
Refuse Collection			£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£125.00	£1,500
Investment			£1,008.33	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£1,008	£12,100
Management Fee			£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£6,000
Adjustment to fixed return			£4,577	£188	£643	£4,090	£11,767	£5,484	£3,084	£4,648	£196	£3,874	£184	£3,200	£5,643
Total Overhead Costs			£8,074.68	£11,684.50	£12,828.56	£7,275.00	£500.00	£16,971.53	£14,540.58	£16,124.06	£11,615.07	£15,341.01	£11,603.45	£14,657.94	£139,149.73
Surplus / (Cost)			£588.89	£588.89	£500.00	£500.00	£500.00	£500.00	£500.00	£464.45	£464.45	£464.45	£464.45	£464.43	£6,000.00

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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