

## Catering Account Monitoring ~ COVID-19 Summary

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

March 2020



**Bishop Vesey's Grammar School**

## **auditor's notes**

### **for the attention of Mr Graham Swindells**

The report presents the monitoring figures for the month of March, for Bishop Vesey's Grammar School.

During the current period, charges totalling £0.00 have been adequately supported by backup information, while the remaining £4,703.19 has not been supported by backups.

To date, charges totalling £0.00 have been adequately supported by backup information, while the remaining £4,703.19 has not been supported by backups.

The contractor has explained the Covid billing for the last 7 trading days of March. This includes actual costs for the month that cannot be saved during shutdown. The charges are on a pro rata basis. During March no staff were furloughed and as such have not been included in the calculations.

Once the school returns to normal trading, the above points will be discussed with the contractor. Should any overcharges occur, we will request that credit notes are raised by the contractor.

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

# 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-M-16440

Invoice Date: 31st Mar 2020

Covid 19 Description	Net	Vat	Gross
Unit Labour	£3,986.64	£0.00	£3,986.64
Operating Purchases/Fixed Overheads/Sundries	£102.62	£20.52	£123.14
Management Fee	£163.86	£32.77	£196.63
Depreciation	£450.33	£90.06	£540.39
		Net Total:	£4,703.45
		Vat Total:	£143.35
		Gross Total:	£4,846.80

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

## Bishop Vesey's Grammar School Monitoring ~ Invoice Summary

Month of :	Mar-20	Apr-20	May-20	Jun-20	Total
Heading	Actual	Actual	Actual	Actual	Actual
<b>Sales :</b>					
Student Paid Meals					
Adult Paid Meals					
Mid-Morning Break Sales					
Free Student Meals					
Universal Infant Free School Meals					
<b>Total Sales</b>					
<b>Less Consumption :</b>					
Opening Stock					
Purchases					
Closing Stock					
<b>Total Consumption</b>					
<b>Gross Profit :</b>					
<b>Total Gross Profit</b>					
<b>Gross Profit %</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Less Labour:</b>					
Unit labour	£3,986.64				£3,986.64
<b>Total Labour Costs</b>	<b>£3,986.64</b>				<b>£3,986.64</b>
<b>Less Expenses:</b>					
Operating Purchases/Fixed Overheads/Sundrie:	£102.62				£102.62
Depreciation	£450.33				£450.33
Management Fee	£163.60				£163.60
<b>Total Expenses</b>	<b>£716.55</b>				<b>£716.55</b>
<b>Total Overheads</b>	<b>£4,703.19</b>				<b>£4,703.19</b>
<b>Less Gross Profit</b>					
<b>NET COST OF CATERING</b>	<b>£4,703.19</b>				<b>£4,703.19</b>
<b>Plus VAT Charged</b>					
Input/Output VAT	£143.35				£143.35
<b>Total VAT Charged</b>	<b>£143.35</b>				<b>£143.35</b>
<b>Total Invoiced Cost Including VAT</b>	<b>£4,846.54</b>				<b>£4,846.54</b>
<b>Invoice Supported by:</b>					
Charges Supported by Backups					
Unsupported Charges	£4,703.19				£4,703.19
<b>Total Invoiced Cost pre VAT</b>	<b>£4,703.19</b>				<b>£4,703.19</b>

[illegible]

## confidentiality

This report and its findings are deemed confidential to the management of Bishop Vesey's Grammar School and The Litmus Partnership Limited.



**The Litmus Partnership Limited**

Theta House 7 Doman Road  
Camberley Surrey GU15 3DN  
T: 01276 673 880 F: 01276 673 888  
E: [mailbox@litmuspartnership.co.uk](mailto:mailbox@litmuspartnership.co.uk)