

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

May 2019



to navigate this document please either scroll down
or click on one of the live contents sections below

contents

auditor's notes	section 1
year to date comparative analysis ~ budget vs actuals	section 2
monthly comparative analysis ~ budget vs actuals	section 3
performance tracker schedule	section 4
contractor's invoices & trading accounts	section 5
client issue summary	section 6
phased budget	section 7

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 May 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 two, the net cost of catering is £21.4k adverse to budget, due to total sales being £38k below budget. Sundry expenses are also £2.3k above budget.

We have not yet received a credit note for the agreed profit share for the last contractual year, however we have requested this and will provide clarification once we have received an update.

We have updated our monitoring to include April's labour breakdown. We have not received a copy of May's labour breakdown, however we shall update our monitoring when this is available.

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 Two

Budget Year ~ April 2019 to March 2020

Budget Heading	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Actual	% of Actual Sales	2019/20 Actual	% of Bdgtd Sales	2019/20 Budget	2019/20 Variance
Sales :									
Sales	£31,039.00	£39,392.48	£28,553.55	£40,859.65	90.92%	£39,423.08	92.44%	£75,180.00	-£35,756.92
Adult Sales			£116.13	£338.86	1.16%	£501.63	0.61%	£494.00	£7.63
Free Student Meals					2.31%	£1,000.08	2.37%	£1,929.00	-£928.92
Free Staff Meals					1.01%	£438.48	0.82%	£670.00	-£231.52
Hospitality					4.60%	£1,996.60	3.76%	£3,055.00	-£1,058.40
Client Issues	£2,129.00	£2,037.63	£1,943.47	£2,125.85					
Total Sales	£33,168.00	£41,430.11	£30,613.15	£43,324.36	100.00%	£43,359.87	100.00%	£81,328.00	-£37,968.13
Less Consumption :									
Opening Stock			£4,421.71	£13,449.05	34.76%	£15,070.42			£15,070.42
Cost of Sales	£15,585.00	£20,360.93	£22,757.55	£19,592.41	48.30%	£20,941.51	49.00%	£39,850.72	-£18,909.21
Less Closing Stock			-£10,725.36	-£13,040.30	-32.28%	-£13,994.82			-£13,994.82
Total Consumption	£15,585.00	£20,360.93	£16,453.90	£20,001.16	50.78%	£22,017.11	49.00%	£39,850.72	-£17,833.61
Gross Profit :									
Total Gross Profit	£17,583.00	£21,069.18	£14,159.25	£23,323.20	49.22%	£21,342.76	51.00%	£41,477.28	-£20,134.52
Gross Profit %	53.01%	50.85%	46.25%	53.83%		49.22%		51.00%	-1.78%
Less Labour:									
Basic Pay	£15,205.00	£16,366.90	£13,871.33	£18,485.45	45.45%	£19,706.54	26.08%	£21,210.00	-£1,503.46
Employers' NI			£1,052.56	£732.52	0.74%	£319.48			£319.48
Employers Pens			£109.25	£150.40	0.24%	£104.65			£104.65
NEST Pens									
PAYE			£695.60						
Overtime									
Apprenticeship Levy			£45.71	£92.42	0.11%	£46.73			£46.73
Other Deductions			£415.63						
Sick Pay									
DBS Check									
Total Labour Costs	£15,205.00	£16,366.90	£16,190.08	£19,460.79	46.53%	£20,177.40	26.08%	£21,210.00	-£1,032.60
Less Expenses:									
Disposables	£38.00	£1,521.59	£2,567.99	£270.73	0.65%	£282.40	1.39%	£1,132.48	-£850.08
Cleaning Materials	£199.00	£327.50	£368.83	£154.75	0.10%	£41.59			£41.59
IT Equipment & Recharge									
Uniforms & Laundry			£1,371.75						
Marketing Expenses	£250.00	£250.00							
Equipment Purchases			£52.65		0.59%	£254.10			£254.10
Equipment Hire	£240.00	£240.00							
Deep Clean					3.00%	£1,299.00			£1,299.00
Bank / Credit Card Charges									
Cash Collection	£500.00	£500.00							
Subcontracted Deep Clean Costs									
Sundry Expenses	£226.00	£208.00	£0.03						
Telephone									
Waste Collection					3.51%	£1,521.55			£1,521.55
Stationary & Postage	£242.00	£175.34							
Training									
Depreciation	£1,000.00	£1,000.00	£2,016.66	£2,016.66	6.53%	£2,830.66	3.48%	£2,830.75	-£0.09
Staff Advertising & Recruitment									
CRB									
Stock Movement		£80.18	-£1,673.96	£54.41	0.13%	£54.86			£54.86
Management Fee	£2,666.00	£2,500.00	£1,000.00	£1,000.00	2.38%	£1,030.00	1.27%	£1,030.00	
Total Expenses	£5,361.00	£6,802.61	£5,703.95	£3,496.55	16.87%	£7,314.16	6.14%	£4,993.23	£2,320.93
Total Overheads	£20,566.00	£23,169.51	£21,894.03	£22,957.34	63.40%	£27,491.56	32.22%	£26,203.23	£1,288.33
Less Gross Profit	-£17,583.00	-£21,069.18	-£14,159.25	-£23,323.20	-49.22%	-£21,342.76	-51.00%	-£41,477.28	£20,134.52
NET COST OF CATERING	£2,983.00	£2,100.33	£7,734.78	-£365.86	14.18%	£6,148.80	-18.78%	-£15,274.05	£21,422.85
Plus Adjustment:									
Balancing Subsidy	-£2,806.10	-£2,100.33	-£8,912.56	-£1,206.48	-21.87%	-£9,481.88	14.68%	£11,940.73	-£21,422.61
Total Adjustments	-£2,806.10	-£2,100.33	-£8,912.56	-£1,206.48	-21.87%	-£9,481.88	14.68%	£11,940.73	-£21,422.61
Total Fixed Invoiced Cost	£176.90		-£1,177.78	-£1,572.34	-7.69%	-£3,333.08	-4.10%	-£3,333.32	£0.24
Plus Client Issues:									
Client Issues Recharged	£2,128.75	£2,037.63	£1,943.47	£2,125.85	7.92%	£3,435.16			
Total Client Issues	£2,128.75	£2,037.63	£1,943.47	£2,125.85	7.92%	£3,435.16			
Total Invoiced Cost Pre Vat	£2,305.65	£2,037.63	£765.69	£553.51	0.24%	£102.08			
Plus VAT:									
Input VAT	£671.63	£1,674.65	£2,275.25	£1,105.60	2.29%	£994.83			
Output VAT	£492.61	-£26.60	-£18.72						
Total VAT	£1,164.24	£1,648.05	£2,256.53	£1,105.60	2.29%	£994.83			
Total Invoiced Cost Plus VAT	£3,469.89	£3,685.68	£3,022.22	£1,659.11	2.53%	£1,096.91			
Plus Additional Invoices/Credits:									
Net Invoice Value				-£27.50					
VAT Charged				-£5.50					
Total Additional Invoice/Credit				-£33.00					

section three

monthly comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Monthly Monitoring Analysis - Month Two

Month of :	May-15	May-16	May-17	May-18	May-19				
Budget Heading	Actual	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :									
Sales	£18,914.00	£28,679.89	£20,117.99	£22,972.37	90.14%	£21,091.00	92.44%	£35,191.00	-£14,100.00
Adult Sales			£93.61	£206.58	1.16%	£271.52	0.61%	£231.00	£40.52
Free Student Meals					2.25%	£525.96	2.37%	£903.00	-£377.04
Free Staff Meals					1.10%	£257.04	0.82%	£314.00	-£56.96
Hospitality					5.35%	£1,251.50	3.76%	£1,430.00	-£178.50
Client Issues	£1,516.00	£1,615.58	£1,363.13	£1,342.54					
Total Sales	£20,430.00	£30,295.47	£21,574.73	£24,521.49	100.00%	£23,397.02	100.00%	£38,069.00	-£14,671.98
Less Consumption :									
Opening Stock			£4,421.71	£7,261.93	30.24%	£7,075.42			£7,075.42
Cost of Sales	£9,745.00	£13,516.93	£13,816.84	£10,395.62	51.09%	£11,954.45	49.00%	£18,653.81	-£6,699.36
Less Closing Stock			-£6,303.65	-£5,778.37	-29.57%	-£6,919.40			-£6,919.40
Total Consumption	£9,745.00	£13,516.93	£11,934.90	£11,879.18	51.76%	£12,110.47	49.00%	£18,653.81	-£6,543.34
Gross Profit :									
Total Gross Profit	£10,685.00	£16,778.54	£9,639.83	£12,642.31	48.24%	£11,286.55	51.00%	£19,415.19	-£8,128.64
Gross Profit %	52.30%	55.38%	44.68%	51.56%		48.24%		51.00%	-2.76%
Less Labour:									
Basic Pay	£7,666.00	£8,207.50	£8,345.39	£9,188.58	44.28%	£10,360.81	27.86%	£10,605.00	-£244.19
Employers' NI			£763.88	£366.40					
Employers Pens			£77.85	£74.35					
NEST Pens									
PAYE			£404.80						
Overtime									
Apprenticeship Levy			£45.71	£45.93					
Other Deductions			£295.16						
Sick Pay									
DBS Check									
Total Labour Costs	£7,666.00	£8,207.50	£9,932.79	£9,675.26	44.28%	£10,360.81	27.86%	£10,605.00	-£244.19
Less Expenses:									
Disposables	£17.00	£1,101.10	£1,546.33	£195.61	0.54%	£125.84	1.39%	£530.10	-£404.26
Cleaning Materials	£85.00	£214.08	£60.40	£71.79	0.13%	£29.46			£29.46
IT Equipment & Recharge									
Uniforms & Laundry			£1,000.33						
Marketing Expenses	£125.00	£250.00							
Equipment Purchases			£52.65		0.24%	£56.63			£56.63
Equipment Hire	£120.00	£120.00							
Deep Clean					5.55%	£1,299.00			£1,299.00
Bank / Credit Card Charges									
Cash Collection	£250.00	£250.00							
Subcontracted Deep Clean Costs									
Sundry Expenses	£113.00	£104.00	£0.03						
Telephone									
Waste Collection									
Stationary & Postage	£121.00	£87.67							
Training									
Depreciation	£500.00	£500.00	£1,008.33	£1,008.33	6.05%	£1,415.33	3.72%	£1,415.00	£0.33
Staff Advertising & Recruitment									
CRB									
Stock Movement		£40.09	-£1,673.96	£31.85	-1.26%	-£295.93			-£295.93
Management Fee	£1,333.00	£1,250.00	£500.00	£500.00	2.20%	£515.00	1.35%	£515.00	
Total Expenses	£2,664.00	£3,916.94	£2,494.11	£1,807.58	13.44%	£3,145.33	6.46%	£2,460.10	£685.23
Total Overheads	£10,330.00	£12,124.44	£12,426.90	£11,482.84	57.73%	£13,506.14	34.32%	£13,065.10	£441.04
Less Gross Profit	-£10,685.00	-£16,778.54	-£9,639.83	-£12,642.31	-48.24%	-£11,286.55	-51.00%	-£19,415.19	£8,128.64
NET COST OF CATERING	-£355.00	-£4,654.10	£2,787.07	-£1,159.47	9.49%	£2,219.59	-16.68%	-£6,350.09	£8,569.68
Plus Adjustment:									
Balancing Subsidy	£443.60	£4,654.10	-£3,375.96	£373.30	-16.61%	-£3,886.01	12.30%	£4,683.43	-£8,569.44
Total Adjustments	£443.60	£4,654.10	-£3,375.96	£373.30	-16.61%	-£3,886.01	12.30%	£4,683.43	-£8,569.44
Total Fixed Invoiced Cost	£88.60		-£588.89	-£786.17	-7.12%	-£1,666.42	-4.38%	-£1,666.66	£0.24
Plus Client Issues:									
Client Issues Recharged	£1,516.05	£1,615.58	£1,363.13	£1,342.54	8.70%	£2,034.50			
Total Client Issues	£1,516.05	£1,615.58	£1,363.13	£1,342.54	8.70%	£2,034.50			
Total Invoiced Cost Pre Vat	£1,604.65	£1,615.58	£774.24	£556.37	1.57%	£368.08			
Plus VAT:									
Input VAT	-£13.54	£991.85	£1,151.58	£526.62	3.21%	£752.17			
Output VAT	£497.91	-£20.18	-£18.72						
Total VAT	£484.37	£971.67	£1,132.86	£526.62	3.21%	£752.17			
Total Invoiced Cost Plus VAT	£2,089.02	£2,587.25	£1,907.10	£1,082.99	4.79%	£1,120.25			
Plus Additional Invoices/Credits:									
Net Invoice Value				-£27.50					
VAT Charged				-£5.50					
Total Additional Invoice/Credit				-£33.00					

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	50.37%	48.24%		

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

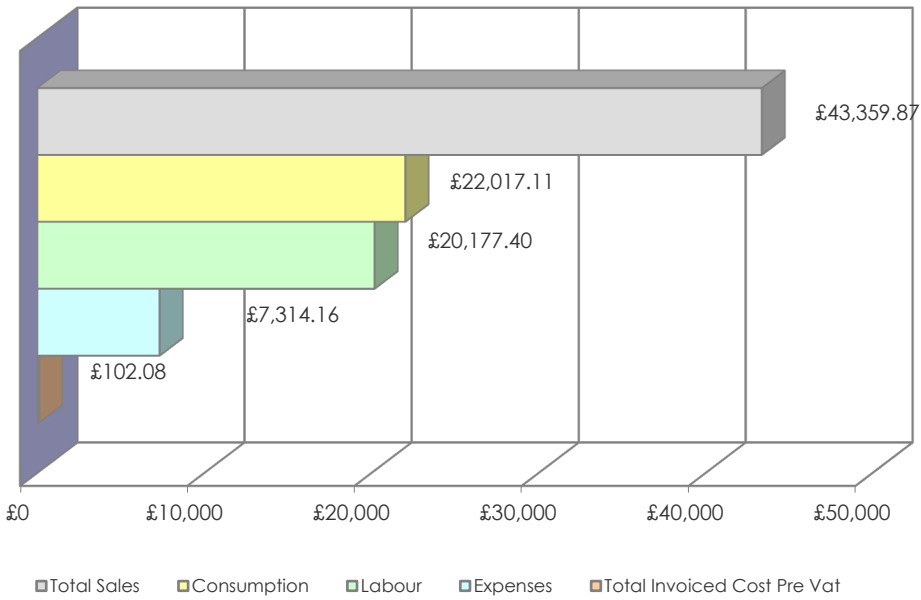
Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit				

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

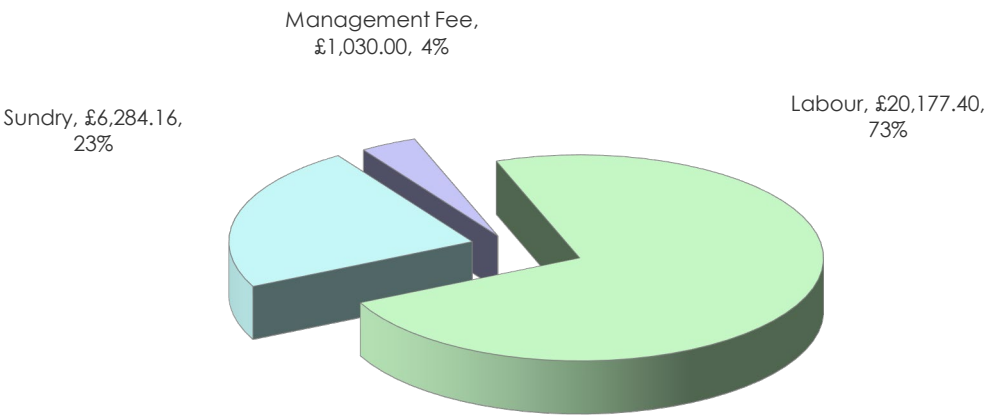
Monthly Performance Summary

	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											£43,359.87
Consumption	49.63%	51.76%											50.78%
Gross Profit	50.37%	48.24%											49.22%
Labour	49.17%	44.28%											46.53%
Sundries	18.30%	11.24%											14.49%
Management Fee	2.58%	2.20%											2.38%
Net Cost of Catering	£3,929.21	£2,219.59											£6,148.80
Variance	£12,853.17	£8,569.68											£21,422.85

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-9327

Invoice Date: 31st May 2019

Description	Net	Vat	Gross
Services Provided :	£368.08	£752.17	£1,120.25
<hr/>			
Your Output VAT on Sales @20% of	£-271.52	is	£-54.30
Your Output VAT on Sales @0% of	£-21,091.00	is	£0.00
Your Input VAT on Purchases @20% of	£3,768.70	is	£753.74
Your Input VAT on Purchases @0% of	£7,337.42	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£10,360.81	is	£0.00
Your Input VAT on Other @20% of	£263.67	is	£52.73
Your Input VAT on Other @0% of	£0.00	is	£0.00
TOTAL	£368.08		£752.17

Net Total: £368.08
Vat Total: £752.17
Net Total: £1,120.25

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 May 2019 - 31st May 2019



Description	Net
Cash Sales	
Catering Cashless Adults	271.52
Catering Cashless Students	21,011.00
Catering Cash Students	80.00
Subtotal Cash Sales	21,362.52
Credit Sales	
Duty Meals	257.04
FSM	525.96
Hospitality	1,251.50
Subtotal Credit Sales	2,034.50
Total Sales	23,397.02
Cost of Sales	
Opening Stock	7,075.42 (30/04/2019)
Purchases	11,954.45
Closing Stock	6,919.40 (24/05/2019)
Consumption	12,110.47
Gross Profit	11,286.55
GP%	48.24%
Labour	
Labour	10,360.81
Total Labour	10,360.81
Sundries	
Opening Stock	131.48 (30/04/2019)
Cleaning Materials	29.46
Deep Clean	1,299.00
Heavy Equipment	-25.72
Light Equipment	82.35
Non Food Disposables	125.84
Closing Stock	427.41 (24/05/2019)
Total Sundries	1,215.00
Extra Costs	
Management Fee	515.00
Depreciation	1,415.33

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



Other	-1,666.66
Total Extra Costs	263.67
Net Operating Cost	552.93
Invoice Reconciliation	
Net Cost of Catering	552.93
Credit Sales	2,034.50
Cost Adjustment	-2,219.35
Invoice Value	368.08

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



	1st May 2019 (Wed)	2nd May 2019 (Thu)	3rd May 2019 (Fri)	4th May 2019 (Sat)	5th May 2019 (Sun)	6th May 2019 (Mon)	7th May 2019 (Tue)
Duty Meals	15	15	15	0	0	12	0
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	0.00
Net Charge	16.20	16.20	16.20	0.00	0.00	12.96	0.00
FSM	35	40	35	0	0	29	0
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	0.00
Net Charge	37.80	43.20	37.80	0.00	0.00	31.32	0.00
	8th May 2019 (Wed)	9th May 2019 (Thu)	10th May 2019 (Fri)	11th May 2019 (Sat)	12th May 2019 (Sun)	13th May 2019 (Mon)	14th May 2019 (Tue)
Duty Meals	15	17	14	0	0	15	16
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	16.20	18.36	15.12	0.00	0.00	16.20	17.28
FSM	21	29	23	0	0	25	28
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	22.68	31.32	24.84	0.00	0.00	27.00	30.24
	15th May 2019 (Wed)	16th May 2019 (Thu)	17th May 2019 (Fri)	18th May 2019 (Sat)	19th May 2019 (Sun)	20th May 2019 (Mon)	21st May 2019 (Tue)
Duty Meals	15	15	13	0	0	16	13
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	16.20	16.20	14.04	0.00	0.00	17.28	14.04
FSM	28	29	31	0	0	35	33
Unit Price	1.08	1.08	1.08	0.00	0.00	1.08	1.08
Net Charge	30.24	31.32	33.48	0.00	0.00	37.80	35.64

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



	22nd May 2019 (Wed)	23rd May 2019 (Thu)	24th May 2019 (Fri)	25th May 2019 (Sat)	26th May 2019 (Sun)	27th May 2019 (Mon)	28th May 2019 (Tue)
Duty Meals	16	16	0	0	0	0	0
Unit Price	1.08	1.08	0.00	0.00	0.00	0.00	0.00
Net Charge	17.28	17.28	0.00	0.00	0.00	0.00	0.00
FSM	31	35	0	0	0	0	0
Unit Price	1.08	1.08	0.00	0.00	0.00	0.00	0.00
Net Charge	33.48	37.80	0.00	0.00	0.00	0.00	0.00

	29th May 2019 (Wed)	30th May 2019 (Thu)	31st May 2019 (Fri)
Duty Meals	0	0	0
Unit Price	0.00	0.00	0.00
Net Charge	0.00	0.00	0.00
FSM	0	0	0
Unit Price	0.00	0.00	0.00
Net Charge	0.00	0.00	0.00

Quantity Total	725	
Net Total	783.00	
Duty Meals	Quantity	238
	Net Charge	257.04
FSM	Quantity	487
	Net Charge	525.96

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



Date	Description	Qty	Unit Price	Net
1st May 2019	milk, IT department	1	1.45	1.45
1st May 2019	Hockey Teas, Mr Howell	14	1.10	15.40
1st May 2019	milk. finance office	1	1.45	1.45
2nd May 2019	cookies. Sharon, Heads Pa	24	0.45	10.80
2nd May 2019	milk. finance office	1	1.45	1.45
2nd May 2019	michelle cookies	24	0.45	10.80
3rd May 2019	milk & sugar. Staffroom	3	5.00	15.00
6th May 2019	cricket tea's. Mr Howell	14	1.10	15.40
6th May 2019	milk. finance office	1	1.45	1.45
6th May 2019	packets of biscuits. finance office	100	0.45	45.00
6th May 2019	milk. Dt department	1	1.45	1.45
6th May 2019	milk. exams office	1	1.45	1.45
6th May 2019	milk jiggers & cups. lesley	20	0.35	7.00
7th May 2019	lunch for visitor. mrs maskel,	1	1.45	1.45
7th May 2019	parents evening baguettes	10	1.10	11.00
7th May 2019	parents evening water. lesley overton	24	0.45	10.80
8th May 2019	lunch for visitor. mrs maskel,	1	1.45	1.45

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



9th May 2019	cookies. Sharon, Heads Pa	24	0.45	10.80
10th May 2019	labour charge for year 7 open evening	1	183.15	183.15
10th May 2019	leavers breakfast mr goodwin	190	2.00	380.00
10th May 2019	staff room service . Graham Swindells	1	25.00	25.00
13th May 2019	milk. finance office	1	1.45	1.45
13th May 2019	twilight traing refreshments T. Brown	65	0.90	58.50
15th May 2019	cookies. Sharon, Heads Pa	31	0.45	13.95
15th May 2019	milk, main school office	1	1.45	1.45
15th May 2019	milk, maths department	1	1.45	1.45
16th May 2019	milk. it department	1	1.45	1.45
17th May 2019	staff room service . Graham Swindells	1	25.00	25.00
17th May 2019	MILK. MATHS DEPARTMENT	1	1.45	1.45
17th May 2019	milk, exams	1	1.45	1.45
20th May 2019	milk, exams department	1	1.45	1.45
21st May 2019	CATERING IT DEPARTMENT	1	8.50	8.50
22nd May 2019	milk. finance office	1	1.45	1.45
22nd May 2019	water & cookies.Mr Goodwin	50	0.90	45.00
23rd May 2019	refreshments. Sharon heads PA	25	1.35	33.75
23rd May 2019	cookies. Sharon, Heads Pa	30	0.45	13.50

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st May 2019 - 31st May 2019



23rd May 2019	Mr Howell. refreshments	10	1.35	13.50
23rd May 2019	milk. finance office sharon	1	1.45	1.45
24th May 2019	staff room service . Graham Swindells	1	25.00	25.00
24th May 2019	breakfast for inset day	100	1.55	155.00
24th May 2019	break refreshments inset day	100	0.95	95.00
				1,251.50

section seven

phased budget

Trading Days	190
--------------	-----

Budget		Trading Days	12	17	20	16	0	16	18	20	15	20	15	21	190
	Budget	Trading %age	5.93%	8.39%	9.12%	5.32%	0.00%	11.95%	10.29%	11.35%	8.26%	10.81%	8.25%	10.34%	100.00%
		Month	April	May	June	July	August	September	October	November	December	January	February	March	Total
Secondary Paid			£39,989	£35,191	£36,790	£28,152	£0	£30,392	£34,551	£31,352	£24,633	£27,193	£9,597	£22,074	£319,914
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Adult Paid			£263	£231	£242	£185	£0	£200	£227	£206	£162	£179	£63	£142	£2,100
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Cash Sales			£40,252.00	£35,422.00	£37,032.00	£28,337.00	£0.00	£30,592.00	£34,778.00	£31,558.00	£24,795.00	£27,372.00	£9,660.00	£22,216.00	£322,014
Total Cash Sales Per Day			£3,354	£2,084	£1,852	£1,771	£0	£1,912	£1,932	£1,578	£1,653	£1,369	£644	£1,058	£1,695
Credit Sales															
FSM			£1,026	£903	£944	£722	£0	£780	£886	£804	£632	£698	£246	£567	£8,208
Staff Duty			£356	£314	£328	£251	£0	£271	£308	£279	£219	£242	£86	£196	£2,850
Subtotal Credit Sales			£1,382.00	£1,217.00	£1,272.00	£973.00	£0.00	£1,051.00	£1,194.00	£1,083.00	£851.00	£940.00	£332.00	£763.00	£11,058
Hospitality			£1,625	£1,430	£1,495	£1,144	£0	£1,235	£1,404	£1,274	£1,001	£1,105	£390	£897	£13,000
Total Credit Sales			£3,007.00	£2,647.00	£2,767.00	£2,117.00	£0.00	£2,286.00	£2,598.00	£2,357.00	£1,852.00	£2,045.00	£722.00	£1,660.00	£24,058.00
Total Sales			£43,259	£38,069	£39,799	£30,454	£0	£32,878	£37,376	£33,915.00	£26,647	£29,417	£10,382	£23,876	£346,072
Food Costs															
Food costs			£21,196.91	£18,653.81	£19,501.51	£14,922.46	£0	£16,110.22	£18,314.24	£16,618.35	£13,057.03	£14,414.33	£5,087.18	£11,699.24	£169,575
Total Food Costs			£21,196.91	£18,653.81	£19,501.51	£14,922.46	£0.00	£16,110.22	£18,314.24	£16,618.35	£13,057.03	£14,414.33	£5,087.18	£11,699.24	£169,575.28
Gross Profit			£22,062	£19,415	£20,297	£15,532	£0	£16,768	£19,062	£17,297	£13,590	£15,003	£5,295	£12,177	£176,497
Gross Profit %age			51%	51%	51%	51%	0%	51%	51%	51%	51%	51%	51%	51%	51%
Overhead Costs															
Labour		Aspens	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£10,605	£127,260
		Sub Total	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£10,605.00	£127,260.00
Sundries															
Disposables			£602.38	£530.10	£554.19	£424.08	£0.00	£457.81	£1,768.88	£482.46	£371.07	£409.62	£144.57	£322.52	£6,068
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			£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£515.00	£6,180
Additional depreciation			£407.42	£407	£407	£407	£407	£407	£407	£407	£407	£407	£407	£407	£4,889
adjustment			£7,257.30	£4,683	£5,541	£905	-£14,202	£2,108	£3,090	£2,612	-£984	£391	-£9,052	-£2,348	£0
Total Overhead Costs			£20,395.43	£17,748.53	£18,630.83	£13,864.88	-£1,666.66	£15,101.12	£17,395.10	£15,629.99	£11,923.31	£13,336.01	£3,628.16	£10,510.02	£156,496.72
Surplus / (Cost)			£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.66	£1,666.74	£20,000.00

confidentiality

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



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