

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

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Senior Consultant

The Litmus Partnership Limited

December 2019



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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 December of the current year for Bishop Vesey's Grammar School ~ catering account.

We have reconciled to the contractor's trading invoices and phased budget for actual and budgeted performances. We feel the monitoring report reflects a true and fair view upon the catering services rendered for Bishop Vesey's Grammar School.

Following period nine, the net cost of catering is £29.5k adverse to budget, due mainly to cash sales being £17.7k below budget, coupled with a gross profit being 4.39% under budget.

Clarification regarding hospitality details have not yet been received, we are querying varying pricing within several months. We shall provide an update once the relevant information has been provided.

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

section two

year to date comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Nine
Budget Year ~ April 2019 to March 2020

Budget Heading	2016/17 Actual	2017/18 Actual	2018/19 Actual	% of Actual Sales	2019/20 Actual	% of Bdgtd Sales	2019/20 Budget	2019/20 Variance
Sales :								
Sales	£167,799.43	£161,653.33	£202,877.71	91.38%	£199,614.43	92.44%	£217,701.47	-£18,087.04
Adult Sales		£499.98	£1,356.94	0.63%	£1,369.30	0.61%	£1,429.05	-£59.75
Free Student Meals				2.31%	£5,053.68	1.97%	£4,639.98	£413.70
Free Staff Meals				0.84%	£1,844.64	0.82%	£1,939.45	-£94.81
Hospitality				4.42%	£9,644.40	3.76%	£8,845.87	£798.53
Client Issues	£11,384.06	£13,039.36	£17,600.19	0.42%	£919.08	0.40%	£945.56	-£26.48
Total Sales	£179,183.49	£175,192.67	£221,834.84	100.00%	£218,445.53	100.00%	£235,501.38	-£17,055.85
Less Consumption :								
Opening Stock		£39,517.36	£54,904.77	29.33%	£64,073.59			£64,073.59
Cost of Sales	£81,074.97	£92,219.40	£107,906.00	52.37%	£114,401.65	49.00%	£115,395.97	-£994.32
Less Closing Stock		-£40,222.25	-£55,080.20	-28.31%	-£61,837.24			-£61,837.24
Total Consumption	£81,074.97	£91,514.51	£107,730.57	53.39%	£116,638.00	49.00%	£115,395.97	£1,242.03
Gross Profit :								
Total Gross Profit	£98,108.52	£83,678.16	£114,104.27	46.61%	£101,807.53	51.00%	£120,105.41	-£18,297.88
Gross Profit %	54.75%	47.76%	51.44%		46.61%		51.00%	-4.39%
Less Labour:								
Basic Pay	£74,401.32	£69,989.47	£82,831.11	43.32%	£94,631.11	40.53%	£95,445.00	-£813.89
Employers' NI		£5,248.22	£3,040.46	0.90%	£1,973.71			£1,973.71
Employers Pens		£548.41	£642.35	0.39%	£850.39			£850.39
NEST Pens								
PAYE		£2,969.80						
Overtime								
Apprenticeship Levy		£349.07	£408.84	0.14%	£303.76			£303.76
Other Deductions		£526.00	-£44.60	1.46%	£3,186.90			£3,186.90
Sick Pay				1.35%	£2,956.36			£2,956.36
DBS Check								
Total Labour Costs	£74,401.32	£79,630.97	£86,878.16	47.56%	£103,902.23	40.53%	£95,445.00	£8,457.23
Less Expenses:								
Disposables	£4,029.69	£1,909.72	£1,784.60	1.24%	£2,712.82	2.20%	£5,190.97	-£2,478.15
Cleaning Materials	£1,384.94	£1,182.05	£721.88	0.37%	£798.61			£798.61
IT Equipment & Recharge								
Uniforms & Laundry		£1,867.04	£543.84	0.32%	£707.23			£707.23
Marketing Expenses	£500.00	£15.54	£28.33					
Equipment Purchases		£804.14	£140.76	0.13%	£274.85			£274.85
Equipment Hire	£1,080.00		£28.96					
Deep Clean	£1,350.00			0.59%	£1,299.00			£1,299.00
Bank / Credit Card Charges								
Cash Collection	£2,250.00							
Subcontracted Deep Clean Costs		£1,249.00						
Sundry Expenses	£832.00	-£11.37		0.01%	£16.90			£16.90
Telephone		£64.83						
Waste Collection				0.70%	£1,521.55			£1,521.55
Stationary & Postage	£789.03	£29.95	£102.26	0.04%	£88.28			£88.28
Training								
Depreciation	£4,500.00	£9,074.64	£9,074.97	5.83%	£12,737.97	5.41%	£12,741.75	-£3.78
Staff Advertising & Recruitment								
CRB								
Stock Movement	£360.81	-£559.03	£11.01	0.26%	£563.98			£563.98
Management Fee	£11,250.00	£4,500.00	£4,500.00	2.12%	£4,635.00	1.97%	£4,635.00	
Total Expenses	£28,326.47	£20,126.51	£16,936.61	11.61%	£25,356.19	9.58%	£22,567.72	£2,788.47
Total Overheads	£102,727.79	£99,757.48	£103,814.77	59.17%	£129,258.42	50.11%	£118,012.72	£11,245.70
Less Gross Profit	-£98,108.52	-£83,678.16	-£114,104.27	-46.61%	-£101,807.53	-51.00%	-£120,105.41	£18,297.88
NET COST OF CATERING	£4,619.27	£16,079.32	-£10,289.50	12.57%	£27,450.89	-0.89%	-£2,092.69	£29,543.58
Plus Adjustment:								
Balancing Subsidy	-£4,619.27	-£20,759.11	£3,213.44	-19.43%	-£42,450.70	-5.48%	-£12,906.90	-£29,543.80
Total Adjustments	-£4,619.27	-£20,759.11	£3,213.44	-19.43%	-£42,450.70	-5.48%	-£12,906.90	-£29,543.80
Total Fixed Invoiced Cost		-£4,679.79	-£7,076.06	-6.87%	-£14,999.81	-6.37%	-£14,999.59	-£0.22
Plus Client Issues:								
Client Issues Recharged	£11,449.35	£13,039.37	£17,600.19	7.99%	£17,461.80			
Total Client Issues	£11,449.35	£13,039.37	£17,600.19	7.99%	£17,461.80			
Total Invoiced Cost Pre Vat	£11,449.35	£8,359.58	£10,524.13	1.13%	£2,461.99			
Plus VAT:								
Input VAT	£7,637.74	£6,572.94	£5,945.26	4.13%	£9,031.66			
Output VAT	-£322.42	-£46.61						
Total VAT	£7,315.32	£6,526.33	£5,945.26	4.13%	£9,031.66			
Total Invoiced Cost Plus VAT	£18,764.67	£14,885.91	£16,469.39	5.26%	£11,493.65			
Plus Additional Invoices/Credits:								
Net Invoice Value			-£167.50					
VAT Charged			-£5.50					
Total Additional Invoice/Credit			-£173.00					

section three

monthly comparative analysis ~ budget vs actuals

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

Month of :	Dec-16	Dec-17	Dec-18	Dec-19				
Budget Heading	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :								
Sales	£31,473.18	£17,113.97	£24,586.78	94.92%	£25,167.47	92.44%	£26,808.79	-£1,641.32
Adult Sales		£34.88	£183.26	0.22%	£59.48	0.61%	£175.98	-£116.50
Free Student Meals				3.12%	£827.64	2.37%	£687.83	£139.81
Free Staff Meals				0.62%	£163.08	0.82%	£238.83	-£75.75
Hospitality				1.11%	£295.45	3.76%	£1,089.40	-£793.95
Client Issues	£1,229.65	£1,050.51	£2,267.20					
Total Sales	£32,702.83	£18,199.36	£27,037.24	100.00%	£26,513.12	100.00%	£29,000.83	-£2,487.71
Less Consumption :								
Opening Stock		£5,779.75	£7,459.60	28.60%	£7,582.29			£7,582.29
Cost of Sales	£12,498.28	£7,532.51	£12,893.94	44.85%	£11,890.35	49.00%	£14,210.41	-£2,320.06
Less Closing Stock		-£4,475.64	-£6,362.55	-21.72%	-£5,758.65			-£5,758.65
Total Consumption	£12,498.28	£8,836.62	£13,990.99	51.73%	£13,713.99	49.00%	£14,210.41	-£496.42
Gross Profit :								
Total Gross Profit	£20,204.55	£9,362.74	£13,046.25	48.27%	£12,799.13	51.00%	£14,790.42	-£1,991.29
Gross Profit %	61.78%	51.45%	48.25%		48.27%		51.00%	-2.73%
Less Labour:								
Basic Pay	£8,282.10	£8,464.68	£9,459.34	53.51%	£14,186.13	36.57%	£10,605.00	£3,581.13
Employers' NI		£567.20	£340.82					
Employers Pens		£61.29	£72.37					
NEST Pens								
PAYE		£362.20						
Overtime								
Apprenticeship Levy		£45.69	£42.27					
Other Deductions		£16.60		5.71%	£1,513.66			£1,513.66
Sick Pay								
DBS Check								
Total Labour Costs	£8,282.10	£9,517.66	£9,914.80	59.22%	£15,699.79	36.57%	£10,605.00	£5,094.79
Less Expenses:								
Disposables	£789.54	£85.05	£178.62	1.07%	£284.44	1.28%	£371.07	-£86.63
Cleaning Materials	£201.66	£132.47	£70.75	1.55%	£411.45			£411.45
IT Equipment & Recharge								
Uniforms & Laundry		£153.01	£29.25					
Marketing Expenses								
Equipment Purchases		£45.02						
Equipment Hire	£120.00							
Deep Clean								
Bank / Credit Card Charges								
Cash Collection	£250.00							
Subcontracted Deep Clean Costs		£1,249.00						
Sundry Expenses								
Telephone								
Waste Collection								
Stationary & Postage	£87.67		£38.00	0.08%	£20.85			£20.85
Training								
Depreciation	£500.00	£1,008.33	£1,008.33	5.34%	£1,415.33	4.88%	£1,415.75	-£0.42
Staff Advertising & Recruitment								
CRB								
Stock Movement	£40.09	£59.82	-£20.26	1.11%	£293.27			£293.27
Management Fee	£1,250.00	£500.00	£500.00	1.94%	£515.00	1.78%	£515.00	
Total Expenses	£3,238.96	£3,232.70	£1,804.69	11.09%	£2,940.34	7.94%	£2,301.82	£638.52
Total Overheads	£11,521.06	£12,750.36	£11,719.49	70.31%	£18,640.13	44.51%	£12,906.82	£5,733.31
Less Gross Profit	-£20,204.55	-£9,362.74	-£13,046.25	-48.27%	-£12,799.13	-51.00%	-£14,790.42	£1,991.29
NET COST OF CATERING	-£8,683.49	£3,387.62	-£1,326.76	22.03%	£5,841.00	-6.49%	-£1,883.60	£7,724.60
Plus Adjustment:								
Balancing Subsidy	£8,683.49	-£3,887.63	£540.58	-28.32%	-£7,507.68	0.75%	£216.94	-£7,724.62
Total Adjustments	£8,683.49	-£3,887.63	£540.58	-28.32%	-£7,507.68	0.75%	£216.94	-£7,724.62
Total Fixed Invoiced Cost		-£500.01	-£786.18	-6.29%	-£1,666.68	-5.75%	-£1,666.66	-£0.02
Plus Client Issues:								
Client Issues Recharged	£1,229.65	£1,050.52	£2,267.20	4.85%	£1,286.17			
Total Client Issues	£1,229.65	£1,050.52	£2,267.20	4.85%	£1,286.17			
Total Invoiced Cost Pre Vat	£1,229.65	£550.51	£1,481.02	-1.44%	-£380.51			
Plus VAT:								
Input VAT	£1,002.57	£832.10	£577.86	5.10%	£1,350.91			
Output VAT	-£171.84							
Total VAT	£830.73	£832.10	£577.86	5.10%	£1,350.91			
Total Invoiced Cost Plus VAT	£2,060.38	£1,382.61	£2,058.88	3.66%	£970.40			
Plus Additional Invoices/Credits:								
Net Invoice Value								
VAT Charged								
Total Additional Invoice/Credit								

section four

performance tracker schedule

Bishop Vesey's Grammar School ~ Performance Tracker Schedule



Gross Profit Tracker

Gross Profit Tracker	Month 1	Month 2	Month 3	1st Quarter Average
Gross Profit	50.37%	48.24%	48.62%	49.08%

Gross Profit Tracker	Month 4	Month 5	Month 6	2nd Quarter Average
Gross Profit	49.42%	0.00%	46.88%	32.10%

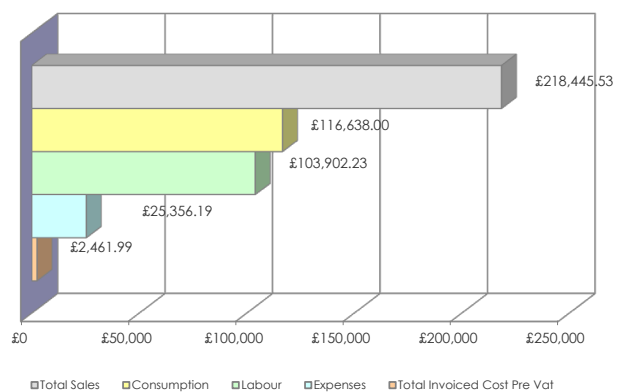
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	34.28%	51.65%	48.27%	44.73%

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

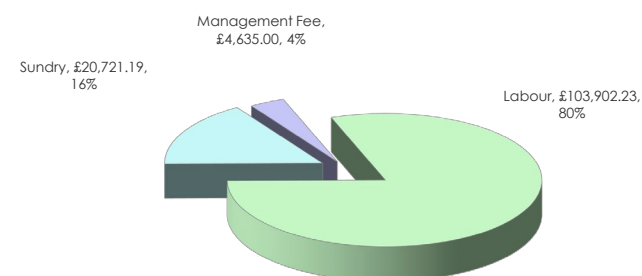
Monthly Performance Summary

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	YTD
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Total Sales	£19,963	£23,397	£26,530	£17,970	£0.00	£36,429	£35,283	£32,360	£26,513				£218,445.53
Consumption	49.63%	51.76%	51.38%	50.58%	0.00%	53.12%	65.72%	48.35%	51.73%				53.39%
Gross Profit	50.37%	48.24%	48.62%	49.42%	0.00%	46.88%	34.28%	51.65%	48.27%				46.61%
Labour	49.17%	44.28%	36.41%	58.37%	0.00%	30.90%	36.35%	45.09%	59.22%				47.56%
Sundries	18.30%	11.24%	6.58%	8.92%	0.00%	7.44%	6.67%	5.49%	9.15%				9.49%
Management Fee	2.58%	2.20%	1.94%	2.87%	0.00%	1.41%	1.46%	1.59%	1.94%				2.12%
Net Cost of Catering	£3,929.21	£2,219.56	£976.88	£3,726.44	£11,542.73	£2,597.56	£3,599.07	£167.32	£5,841.00				£27,450.89
Variance	£163.05	£1,490.84	£1,447.30	£1,691.77	£993.02	£4,741.30	£8,690.81	£7,481.53	£7,724.60				£29,543.58

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-13860

Invoice Date: 31st Dec 2019

Description	Net	Vat	Gross
Services Provided :	£-380.50	£1,350.91	£970.41
<hr/>			
Your Output VAT on Sales @20% of	£-59.48	is	£-11.90
Your Output VAT on Sales @0% of	£-25,167.47	is	£0.00
Your Input VAT on Purchases @20% of	£3,370.05	is	£674.01
Your Input VAT on Purchases @0% of	£3,846.28	is	£0.00
Your Input VAT on Labour @20% of	£1,513.66	is	£302.73
Your Input VAT on Labour @0% of	£14,186.13	is	£0.00
Your Input VAT on Other @20% of	£1,930.33	is	£386.07
Your Input VAT on Other @0% of	£0.00	is	£0.00
TOTAL	£-380.50		£1,350.91

Net Total: £-380.50
Vat Total: £1,350.91
Net Total: £970.41

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 Dec 2019 - 31st Dec 2019



Description	Net
Cash Sales	
Catering Cashless Adults	59.48
Catering Cashless Students	23,650.84
Catering Cash Students	1,516.63
Subtotal Cash Sales	25,226.95
Credit Sales	
Duty Meals	163.08
FSM	827.64
Hospitality	295.45
Subtotal Credit Sales	1,286.17
Total Sales	26,513.12
Cost of Sales	
Opening Stock	7,582.29 (29/11/2019)
Purchases	11,890.35
Closing Stock	5,758.65 (19/12/2019)
Consumption	13,713.99
Gross Profit	12,799.13
GP%	48.27%
Labour	
Labour	14,186.13
Agency Labour	1,513.66
Total Labour	15,699.79
Sundries	
Opening Stock	621.02 (29/11/2019)
Cleaning Materials	411.45
Non Food Disposables	284.44
Promotional Material	0.01
Stationery	20.84
Closing Stock	327.75 (19/12/2019)
Total Sundries	1,010.01
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 Dec 2019 - 31st Dec 2019



Total Extra Costs	1,930.33
Net Operating Cost	5,841.00
Invoice Reconciliation	
Net Cost of Catering	5,841.00
Credit Sales	1,286.17
Cost Adjustment	-7,507.68
Invoice Value	-380.51

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	1st Dec 2019 (Sun)	2nd Dec 2019 (Mon)	3rd Dec 2019 (Tue)	4th Dec 2019 (Wed)	5th Dec 2019 (Thu)	6th Dec 2019 (Fri)	7th Dec 2019 (Sat)
Duty Meals	0	15	12	16	8	0	0
Unit Price	0.00	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	0.00	16.20	12.96	17.28	8.64	0.00	0.00
FSM	0	53	49	50	53	0	0
Unit Price	0.00	1.08	1.08	1.08	1.08	0.00	0.00
Net Charge	0.00	57.24	52.92	54.00	57.24	0.00	0.00
	8th Dec 2019 (Sun)	9th Dec 2019 (Mon)	10th Dec 2019 (Tue)	11th Dec 2019 (Wed)	12th Dec 2019 (Thu)	13th Dec 2019 (Fri)	14th Dec 2019 (Sat)
Duty Meals	0	14	13	13	0	11	0
Unit Price	0.00	1.08	1.08	1.08	0.00	1.08	0.00
Net Charge	0.00	15.12	14.04	14.04	0.00	11.88	0.00
FSM	0	53	53	50	56	50	0
Unit Price	0.00	1.80	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	95.40	57.24	54.00	60.48	54.00	0.00
	15th Dec 2019 (Sun)	16th Dec 2019 (Mon)	17th Dec 2019 (Tue)	18th Dec 2019 (Wed)	19th Dec 2019 (Thu)	20th Dec 2019 (Fri)	21st Dec 2019 (Sat)
Duty Meals	0	14	12	9	14	0	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	15.12	12.96	9.72	15.12	0.00	0.00
FSM	0	49	44	47	48	76	0
Unit Price	0.00	1.08	1.08	1.08	1.08	1.08	0.00
Net Charge	0.00	52.92	47.52	50.76	51.84	82.08	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

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



	22nd Dec 2019 (Sun)	23rd Dec 2019 (Mon)	24th Dec 2019 (Tue)	25th Dec 2019 (Wed)	26th Dec 2019 (Thu)	27th Dec 2019 (Fri)	28th Dec 2019 (Sat)
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
	29th Dec 2019 (Sun)	30th Dec 2019 (Mon)	31st Dec 2019 (Tue)				
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	882	
Net Total	990.72	
Duty Meals	Quantity	151
	Net Charge	163.08
FSM	Quantity	731
	Net Charge	827.64

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Date	Description	Qty	Unit Price	Net
3rd Dec 2019	milk. finance office	1	1.45	1.45
3rd Dec 2019	hockey water and cakes	16	1.10	17.60
4th Dec 2019	cookies and waters chris howell	32	1.10	35.20
5th Dec 2019	cookies for martha davis	25	0.45	11.25
5th Dec 2019	staff room service . Graham Swindells	15	1.45	21.75
5th Dec 2019	cookies for mr swindell	10	0.45	4.50
5th Dec 2019	teas/coffee/waters/biscuits board meeting	20	1.95	39.00
9th Dec 2019	milk. it department	1	1.45	1.45
9th Dec 2019	milk for physics	1	1.45	1.45
9th Dec 2019	coffee/teas /water/biscuits for naterlie	2	1.45	2.90
10th Dec 2019	tea/coffee/biscuits/water graham	15	1.45	21.75
11th Dec 2019	cookies for martha	30	0.45	13.50
12th Dec 2019	water and home bake chris howell	15	1.10	16.50
12th Dec 2019	milk. finance office	1	1.45	1.45
13th Dec 2019	milk stem block	1	1.45	1.45
13th Dec 2019	staff room service . Graham Swindells	15	1.45	21.75
16th Dec 2019	milk. finance office	1	1.45	1.45

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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



16th Dec 2019	milk. IT	1	1.45	1.45
16th Dec 2019	extras for leslie	1	24.50	24.50
17th Dec 2019	Tea & Coffee	3	0.65	1.95
17th Dec 2019	water & cookies. Mr Goodwin	12	1.00	12.00
17th Dec 2019	milk for school show	1	1.45	1.45
18th Dec 2019	cookies for martha	30	0.55	16.50
19th Dec 2019	milk. it department	1	1.45	1.45
20th Dec 2019	staff room service . Graham Swindells	15	1.45	21.75
				295.45

section seven

phased budget

[illegible]

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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