

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

March 2018



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or click on one of the live contents sections below

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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 March 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 the contractual year of trading, the net cost of catering is £14.2k adverse to budget, due to total sales being £19.9k under budget. This is coupled with a gross profit margin of 48.84%, 3.96% below budget.

We have updated our monitoring following a year to date BVA we have received from Aspens. This included deep cleaning costs in August as well as management fee and deprecation costs in September and October that were not included on their respective operating statements. We have queried why these had not been included and once we have received an update for this, we shall be able to provide a further update. Please find an email with our requests appended besides these notes.

We have not yet received March's labour breakdown. Once we have received this, we shall update our monitoring accordingly.

We have received the revised snow day invoices for December and updated our monitoring to include these. We have also received a snow day invoice for 2nd March. We have included this within our additional invoice/credit section of our monitoring.

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 would be returning £464 per month. For November to March 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.

Miles Blackburn

From: Miles Blackburn
Sent: 17 April 2018 14:51
To: 'Paul Bass'
Cc: Mike Neales; 'g.swindells@bishopveseys.bham.sch.uk'
Subject: Bishop Vesey Grammar School
Attachments: Bishop Vesey review meeting pack - March 18_000224.pdf;
ClientInvoicesOperatingStatement-31082017-11597.pdf; opStatement_248_429.pdf; opStatement_725_429.pdf

Good afternoon Paul,

I hope you are well.

Following the attached review pack, please could you provide clarification for the following :

- In August you have included -£3,627 for deep cleaning , however this was not included on August's operating statement.
- In September and October, you have included management fees and investment depreciation costs , however these were not included within the operating statements we received.

I have also attached August, October and September's operating statements. Please let me know if you have any questions regarding this.

With best regards,

Miles Blackburn

section two

year to date comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Twelve

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	£142,037.68	£205,690.07	£219,892.75	£239,841.36	92.68%	£238,244.72	96.00%	£265,848.00	-£27,603.28
Adult Sales	£9.06			£503.50	0.34%	£884.58			£884.58
Client Issues	£11,192.81	£14,559.58	£15,773.61	£14,504.27	6.97%	£17,928.90	4.00%	£11,079.94	£6,848.96
Total Sales	£153,239.55	£220,249.65	£235,666.36	£254,849.13	100.00%	£257,058.20	100.00%	£276,927.94	-£19,869.74
Less Consumption :									
Opening Stock	£16,489.92				21.97%	£56,480.84			£56,480.84
Cost of Sales	£79,447.22	£114,971.63	£110,621.40	£117,955.55	52.10%	£133,939.23	47.20%	£130,710.93	£3,228.30
Less Closing Stock	-£16,489.92				-22.91%	-£58,897.21			-£58,897.21
Total Consumption	£79,447.22	£114,971.63	£110,621.40	£117,955.55	51.16%	£131,522.86	47.20%	£130,710.93	£811.93
Gross Profit :									
Total Gross Profit	£73,792.33	£105,278.02	£125,044.96	£136,893.58	48.84%	£125,535.34	52.80%	£146,217.01	-£20,681.67
Gross Profit %	48.15%	47.80%	53.06%	53.72%		48.84%		52.80%	-3.96%
Less Labour:									
Basic Pay	£50,767.35	£90,263.70	£92,010.23	£102,686.50	37.16%	£95,525.18	40.80%	£112,991.81	-£17,466.63
Employers' NI	£1,012.66				2.48%	£6,366.47			£6,366.47
Employers Pens	£248.99				0.35%	£887.32			£887.32
NEST Pens	£21.77								
PAYE					1.28%	£3,289.20			£3,289.20
Overtime	£1,696.75								
Apprenticeship Levy					0.17%	£436.07			£436.07
Other Deductions					0.13%	£321.98			£321.98
Sick Pay	£110.33								
DBS Check	£520.00								
Total Labour Costs	£54,377.85	£90,263.70	£92,010.23	£102,686.50	41.56%	£106,826.22	40.80%	£112,991.81	-£6,165.59
Less Expenses:									
Disposables	£563.83	£4,449.65	£2,149.68	£5,534.51	0.92%	£2,372.94	0.31%	£849.99	£1,522.95
Cleaning Materials	-£46.50	£2,848.24	£1,788.37	£2,000.84	0.64%	£1,634.27	0.36%	£999.99	£634.28
IT Equipment & Recharge	£44.00	£100.00							
Uniforms & Laundry	£1,803.44	£1,458.32	£1,000.00	£250.00	0.73%	£1,871.03	0.32%	£900.00	£971.03
Marketing Expenses	£388.79	£1,375.00	£1,375.00	£750.00	0.01%	£15.54	0.18%	£500.04	-£484.50
Equipment Purchases	£1,513.68	£1,500.00			0.35%	£899.84			£899.84
Equipment Hire	£76.55	£360.00	£1,440.00	£1,320.00					
Deep Clean	£275.00	£500.00	£1,500.00	£1,350.00			0.43%	£1,200.00	-£1,200.00
Bank / Credit Card Charges	£702.07								
Cash Collection	£497.31	£1,980.00	£3,000.00	£3,000.00			0.34%	£950.04	-£950.04
Subcontracted Deep Clean Costs	£200.00				0.49%	£1,249.00			£1,249.00
Sundry Expenses	£0.50	£339.00	£1,216.90	£992.09	-0.00%	-£11.37	0.05%	£125.00	-£136.37
Telephone	£348.72				0.03%	£64.83			£64.83
Subcontracted Refuse	£503.44						0.50%	£1,375.00	-£1,375.00
Stationary & Postage	£468.52	£613.30	£1,463.01	£1,052.04	0.04%	£108.75	0.18%	£500.04	-£391.29
Training	£158.70	£1,077.16							
Depreciation	£1,500.00	£5,500.00	£6,000.00	£6,000.00	4.71%	£12,099.63	4.37%	£12,096.33	£3.30
Staff Advertising & Recruitment	£43.20	£31.50							
CRB			£380.00				0.24%	£660.00	-£660.00
Stock Movement				£440.99	-0.18%	-£463.19			-£463.19
Management Fee	£2,614.99	£15,997.98	£15,747.66	£13,750.00	2.33%	£6,000.00	2.17%	£6,000.00	
Total Expenses	£11,656.24	£38,130.15	£37,060.62	£36,440.47	10.05%	£25,841.27	9.45%	£26,156.43	-£315.16
Total Overheads	£66,034.09	£128,393.85	£129,070.85	£139,126.97	51.61%	£132,667.49	50.25%	£139,148.24	-£6,480.75
Less Gross Profit	-£73,792.33	-£105,278.02	-£125,044.96	-£136,893.58	-48.84%	-£125,535.34	-52.80%	-£146,217.01	£20,681.67
NET COST OF CATERING	-£7,758.24	£23,115.83	£4,025.89	£2,233.39	2.77%	£7,132.15	-2.55%	-£7,068.77	£14,200.92
Plus Adjustment:									
Balancing Subsidy	£6,056.46	-£17,396.30	-£3,230.89	-£2,233.39	-5.18%	-£13,311.94	0.45%	£1,246.52	-£14,558.46
Total Adjustments	£6,056.46	-£17,396.30	-£3,230.89	-£2,233.39	-5.18%	-£13,311.94	0.45%	£1,246.52	-£14,558.46
Total Fixed Invoiced Cost	-£1,701.78	£5,719.53	£795.00		-2.40%	-£6,179.79	-2.10%	-£5,822.25	-£357.54
Plus Client Issues:									
Client Issues Recharged	£11,192.81	£16,226.60	£15,829.80	£15,073.06	6.97%	£17,928.91			
Total Client Issues	£11,192.81	£16,226.60	£15,829.80	£15,073.06	6.97%	£17,928.91			
Total Invoiced Cost Pre Vat	£9,491.03	£21,946.13	£16,624.80	£15,073.06	4.57%	£11,749.12			
Plus VAT:									
Input VAT	£7,891.14	£8,757.29	£6,111.32	£10,450.63	3.47%	£8,912.87			
Output VAT	-£168.73	-£130.78	£1,305.37	-£363.85	-0.02%	-£46.61			
Total VAT	£7,722.41	£8,626.51	£7,416.69	£10,086.78	3.45%	£8,866.26			
Total Invoiced Cost Plus VAT	£17,213.44	£30,572.64	£24,041.49	£25,159.84	8.02%	£20,615.38			
Plus Additional Invoices/Credits:									
Net Invoice Value		-£1,334.55			0.91%	£2,330.28			
VAT Charged		-£79.17			0.18%	£466.06			
Total Additional Invoice/Credit		-£1,413.72			1.09%	£2,796.34			

section three

monthly comparative analysis ~ budget vs actuals

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

Month of :	Mar-14	Mar-15	Mar-16	Mar-17	Mar-18				
Budget Heading	Actual	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :									
Sales	£23,458.18	£17,505.00	£24,014.14	£28,150.35	92.28%	£28,061.99	96.00%	£27,495.00	£566.99
Adult Sales					0.61%	£186.49			£186.49
Client Issues	£1,546.47	£960.00	£1,676.20	£1,248.15	7.10%	£2,160.20	4.00%	£1,146.03	£1,014.17
Total Sales	£25,004.65	£18,465.00	£25,690.34	£29,398.50	100.00%	£30,408.68	100.00%	£28,641.03	£1,767.65
Less Consumption :									
Opening Stock					19.72%	£5,995.43			£5,995.43
Cost of Sales	£10,499.91	£8,203.00	£11,630.25	£12,863.45	51.16%	£15,556.92	47.20%	£13,518.88	£2,038.04
Less Closing Stock					-20.35%	-£6,187.12			-£6,187.12
Total Consumption	£10,499.91	£8,203.00	£11,630.25	£12,863.45	50.53%	£15,365.23	47.20%	£13,518.88	£1,846.35
Gross Profit :									
Total Gross Profit	£14,504.74	£10,262.00	£14,060.09	£16,535.05	49.47%	£15,043.45	52.80%	£15,122.15	-£78.70
Gross Profit %	58.01%	55.58%	54.73%	56.24%		49.47%		52.80%	-3.33%
Less Labour:									
Basic Pay	£7,505.66	£7,520.00	£7,915.30	£8,476.63	30.60%	£9,304.31	32.88%	£9,416.00	-£111.69
Employers' NI									
Employers Pens									
NEST Pens									
PAYE									
Overtime									
Apprenticeship Levy									
Other Deductions									
Sick Pay									
DBS Check									
Total Labour Costs	£7,505.66	£7,520.00	£7,915.30	£8,476.63	30.60%	£9,304.31	32.88%	£9,416.00	-£111.69
Less Expenses:									
Disposables	-£267.16	£177.00	£100.43	£101.20	0.79%	£239.15	0.31%	£87.91	£151.24
Cleaning Materials	-£341.24	£263.00	£249.13	£205.10	0.53%	£160.31	0.36%	£103.42	£56.89
IT Equipment & Recharge									
Uniforms & Laundry	£83.33								
Marketing Expenses	£125.00	£125.00						£41.67	
Equipment Purchases	£100.00								
Equipment Hire		£120.00	£120.00						
Deep Clean	£125.00								
Bank / Credit Card Charges									
Cash Collection	£136.50	£250.00	£250.00	£250.00			0.28%	£79.17	-£79.17
Subcontracted Deep Clean Costs									
Sundry Expenses		£113.00	£104.00	£120.00					
Telephone									
Subcontracted Refuse							0.44%	£125.00	-£125.00
Stationary & Postage	£41.66	£100.00	£87.67	£87.67			0.15%	£41.67	-£41.67
Training		£500.00							
Depreciation	£500.00		£500.00	£500.00		£1,008.33	3.52%	£1,008.00	
Staff Advertising & Recruitment									
CRB							0.19%	£55.00	
Stock Movement				£40.09		£35.72			
Management Fee		£1,333.00	£1,250.00	£1,250.00	1.64%	£500.00	1.75%	£500.00	
Total Expenses	£503.09	£2,981.00	£2,661.23	£2,554.06	6.39%	£1,943.51	7.13%	£2,041.84	-£98.33
Total Overheads	£8,008.75	£10,501.00	£10,576.53	£11,030.69	36.99%	£11,247.82	40.00%	£11,457.84	-£210.02
Less Gross Profit	-£14,504.74	-£10,262.00	-£14,060.09	-£16,535.05	-49.47%	-£15,043.45	-52.80%	-£15,122.15	£78.70
NET COST OF CATERING	-£6,495.99	£239.00	-£3,483.56	-£5,504.36	-12.48%	-£3,795.63	-12.79%	-£3,664.31	-£131.32
Plus Adjustment:									
Balancing Subsidy	£7,102.06	-£150.70	£3,483.56	£5,504.36	10.84%	£3,295.63	11.17%	£3,199.86	£95.77
Total Adjustments	£7,102.06	-£150.70	£3,483.56	£5,504.36	10.84%	£3,295.63	11.17%	£3,199.86	£95.77
Total Fixed Invoiced Cost	£606.07	£88.30			-1.64%	-£500.00	-1.62%	-£464.45	-£35.55
Plus Client Issues:									
Client Issues Recharged	£1,546.47	£2,626.30	£1,676.20	£1,248.15	7.10%	£2,160.20			
Total Client Issues	£1,546.47	£2,626.30	£1,676.20	£1,248.15	7.10%	£2,160.20			
Total Invoiced Cost Pre Vat	£2,152.54	£2,714.60	£1,676.20	£1,248.15	5.46%	£1,660.20			
Plus VAT:									
Input VAT	£648.98	£530.52	£816.81	£726.98	2.73%	£830.38			
Output VAT	£151.18	-£13.02	-£34.48	-£16.32					
Total VAT	£800.16	£517.50	£782.33	£710.66	2.73%	£830.38			
Total Invoiced Cost Plus VAT	£2,952.70	£3,232.10	£2,458.53	£1,958.81	8.19%	£2,490.58			
Plus Additional Invoices/Credits:									
Net Invoice Value					2.37%	£719.95			
VAT Charged					0.47%	£143.99			
Total Additional Invoice/Credit					2.84%	£863.94			

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%	45.52%	27.91%

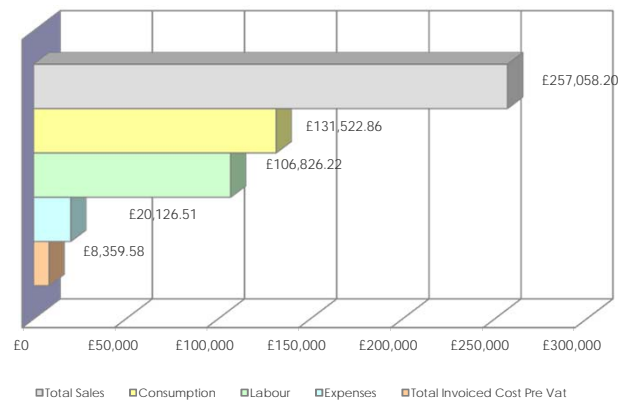
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	40.15%	57.20%	51.45%	49.60%

Gross Profit Tracker	Month 10	Month 11	Month 12	4th Quarter Average
Gross Profit	54.83%	48.70%	49.47%	51.00%

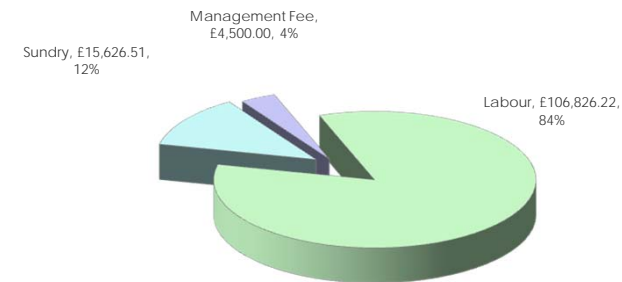
Monthly Performance Summary

	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	£18,199	£28,607	£22,850	£30,409	£257,058.20
Consumption	50.00%	55.32%	50.66%	61.78%	0.00%	54.48%	59.85%	42.80%	48.55%	45.17%	51.30%	50.53%	51.16%
Gross Profit	50.00%	44.68%	49.34%	38.22%	0.00%	45.52%	40.15%	57.20%	51.45%	54.83%	48.70%	49.47%	48.84%
Labour	69.23%	46.04%	38.42%	59.98%	0.00%	33.55%	36.67%	26.63%	52.30%	30.92%	39.58%	30.60%	41.56%
Sundries	29.98%	9.24%	14.47%	11.52%	0.00%	9.75%	7.94%	3.20%	15.02%	4.95%	5.93%	4.75%	7.72%
Management Fee	5.53%	2.32%	2.27%	3.54%	0.00%	1.72%	1.97%	1.40%	2.75%	1.75%	2.19%	1.64%	2.57%
Net Cost of Catering	£4,947.71	£2,787.07	£1,281.45	£5,200.04	£6,283.63	-£145.54	£1,628.70	-£9,291.36	£3,387.62	-£4,922.12	-£229.42	-£3,795.63	£7,132.15
Variance	£960.45	£3,563.27	£2,425.30	£1,610.16	-£4,982.88	£5,837.89	£5,212.88	-£4,179.17	£4,048.04	-£583.35	£419.65	-£131.32	£14,200.92

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
B74 2NH



Aspens Services Ltd
Suite 5, Offerton Barns Business Centre
Offerton Lane
Hindlip, Worcestershire
WR3 8SX
Tel: 01905 759613

UNIT S300

Invoice Number: S300/SNOW18/FEB
Invoice Date: 27/03/2018

Description	Quantity	Price	Net	Vat	Gross
Snow Invoice 2nd March 2018					
Snow Closure Invoice			£719.95	£143.99	£863.94

Net Total: **£719.95**
Vat Total: **£143.99**
Gross Total: **£863.94**

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-2655

Invoice Date: 31st Mar 2018

Description	Net	Vat	Gross
Services Provided :	£1,660.20	£830.38	£2,490.58
<hr/>			
Your Output VAT on Sales @20% of	£-186.49	is	£-37.30
Your Output VAT on Sales @0% of	£-28,061.99	is	£0.00
Your Input VAT on Purchases @20% of	£2,830.05	is	£566.01
Your Input VAT on Purchases @0% of	£16,265.99	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,304.31	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	£1,660.20		£830.38

Net Total: £1,660.20
Vat Total: £830.38
Net Total: £2,490.58

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

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Description	Net
Cash Sales	
Catering Cashless Students	28,061.99
Catering Cashless Adults	186.49
Subtotal Cash Sales	28,248.48
Credit Sales	
Duty Meals	291.60
FSM	616.68
Hospitality	1,251.92
Subtotal Credit Sales	2,160.20
Total Sales	30,408.68
Cost of Sales	
Opening Stock	5995.43 (28/02/2018)
Purchases	15,556.92
Closing Stock	6187.12 (29/03/2018)
Consumption	15,365.23
Gross Profit	15,043.45
GP%	49.47%
Labour	
Labour	9,304.31
Total Labour	9,304.31
Sundries	
Opening Stock	498.91 (28/02/2018)
Purchases	399.46
Closing Stock	463.19 (29/03/2018)
Total Sundries	435.18
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-3,795.63
Invoice Reconciliation	

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

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



Net Cost of Catering	-3,795.63
Cost Adjustment	3,295.63
Credit Sales	2,160.20
Invoice Value (GBP)	1,660.20

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

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Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	28th Feb 2018	Bidfood	78998077	52.44	21.27	73.71
Purchases - Invoice	7th Mar 2018	Bidfood	79097238	24.64	4.93	29.57
Purchases - Invoice	9th Mar 2018	Bidfood	79134257	37.07	7.41	44.48
Purchases - Invoice	14th Mar 2018	Bidfood	79209044	33.72	6.74	40.46
Purchases - Invoice	23rd Mar 2018	Bidfood	79357292	12.44	2.49	14.93
				160.31	42.84	203.15
Food Purchases						
Purchases - Credit Note	22nd Sep 2017	Worcester Produce	w901955	-11.75	-0.00	-11.75
Purchases - Credit Note	22nd Sep 2017	Worcester Produce	w901994	-10.80	-0.00	-10.8
Purchases - Invoice	26th Feb 2018	Bunzl Catering	01292850	332.97	66.60	399.57
Purchases - Invoice	28th Feb 2018	Bidfood	78998077	709.67	0.00	709.67
Purchases - Invoice	28th Feb 2018	Blakemore Foodservice	5808379	442.02	0.00	442.02
Purchases - Invoice	28th Feb 2018	Delice de France	351635864	188.91	0.00	188.91
Purchases - Invoice	28th Feb 2018	Spice Time (Safy Impex Ltd)	ASPENS28-280218-1	190.15	0.00	190.15
Purchases - Invoice	1st Mar 2018	Chapple & Jenkins Ltd	445149	383.58	76.72	460.3

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Purchases - Invoice	1st Mar 2018	Theos Food Company	100498	90.96	0.00	90.96
Purchases - Invoice	2nd Mar 2018	Freshfayre Chilled Foodservice	421-23654cr	121.01	0.00	121.01
Purchases - Invoice	2nd Mar 2018	Freshfayre Chilled Foodservice	421-23655cr	56.94	0.00	56.94
Purchases - Invoice	2nd Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-020318-1	140.20	0.00	140.2
Purchases - Invoice	4th Mar 2018	Lewis Bakery	41996	188.25	0.00	188.25
Purchases - Invoice	5th Mar 2018	Blakemore Foodservice	5814670	285.79	0.00	285.79
Purchases - Invoice	5th Mar 2018	Bradshaws Butchers	101893	102.19	0.00	102.19
Purchases - Invoice	5th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-050318-1	123.50	0.00	123.5
Purchases - Invoice	6th Mar 2018	Delice de France	351580511	170.18	0.00	170.18
Purchases - Cash Purchase	6th Mar 2018	pakeeza supermarket ltd	1	14.98	0.00	14.98
Purchases - Cash Purchase	6th Mar 2018	tesco	12	22.99	0.00	22.99
Purchases - Invoice	6th Mar 2018	Worcester Produce	319511	102.29	0.00	102.29
Purchases - Invoice	6th Mar 2018	Worcester Produce	319509	32.60	0.00	32.6
Purchases - Invoice	7th Mar 2018	Bidfood	79097238	852.37	15.23	867.6
Purchases - Invoice	7th Mar 2018	Blakemore Foodservice	5816515	291.75	0.00	291.75
Purchases - Invoice	7th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-070318-1	219.30	0.00	219.3
Purchases - Invoice	8th Mar 2018	Chapple & Jenkins Ltd	446510	250.13	36.49	286.62
Purchases - Invoice	8th Mar 2018	Delice de France	351720401	112.19	0.00	112.19
Purchases - Invoice	9th Mar 2018	Bidfood	79134257	386.37	2.95	389.32

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Purchases - Invoice	9th Mar 2018	Freshfayre Chilled Foodservice	21-23735CR	103.19	0.00	103.19
Purchases - Invoice	9th Mar 2018	Tugo Food Systems Ltd	205155	170.15	0.00	170.15
Purchases - Invoice	9th Mar 2018	Worcester Produce	319861	15.60	0.00	15.6
Purchases - Invoice	9th Mar 2018	Worcester Produce	319863	72.15	0.00	72.15
Purchases - Invoice	11th Mar 2018	Lewis Bakery	42022	148.20	0.00	148.2
Purchases - Invoice	12th Mar 2018	Bidfood	79165315	404.71	7.83	412.54
Purchases - Invoice	13th Mar 2018	Delice de France	351769092	161.34	0.00	161.34
Purchases - Invoice	13th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-130318-1	265.10	0.00	265.1
Purchases - Invoice	13th Mar 2018	Worcester Produce	320590	143.74	0.00	143.74
Purchases - Invoice	13th Mar 2018	Worcester Produce	320587	32.60	0.00	32.6
Purchases - Invoice	14th Mar 2018	Bidfood	79209044	568.66	23.40	592.06
Purchases - Invoice	15th Mar 2018	Chapple & Jenkins Ltd	448187	569.77	66.56	636.33
Purchases - Invoice	15th Mar 2018	Delice de France	351789931	122.14	0.00	122.14
Purchases - Invoice	15th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-150318-1	400.75	0.00	400.75
Purchases - Invoice	15th Mar 2018	Theos Food Company	101574	160.36	0.00	160.36
Purchases - Invoice	16th Mar 2018	Bidfood	79246239	645.49	20.75	666.24
Purchases - Credit Note	16th Mar 2018	Bidfood	99437925	-20.82	-0.00	-20.82
Purchases - Invoice	16th Mar 2018	Bunzl Catering	02133754	298.87	59.77	358.64
Purchases - Invoice	16th Mar 2018	Delice de France	351554299	46.57	0.00	46.57

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Purchases - Invoice	16th Mar 2018	Freshfayre Chilled Foodservice	#21-23820CR	169.99	0.00	169.99
Purchases - Invoice	16th Mar 2018	Tugo Food Systems Ltd	205781	204.00	0.00	204
Purchases - Invoice	16th Mar 2018	Worcester Produce	321069	32.60	0.00	32.6
Purchases - Invoice	16th Mar 2018	Worcester Produce	321070	67.84	0.00	67.84
Purchases - Invoice	18th Mar 2018	Lewis Bakery	42049	177.55	0.00	177.55
Purchases - Invoice	19th Mar 2018	Bidfood	79274403	285.99	0.59	286.58
Purchases - Cash Purchase	19th Mar 2018	tesco	1	104.45	0.00	104.45
Purchases - Invoice	20th Mar 2018	Delice de France	351835535	37.75	0.00	37.75
Purchases - Invoice	20th Mar 2018	Freshfayre Chilled Foodservice	#21-23856CR	474.28	0.00	474.28
Purchases - Cash Purchase	20th Mar 2018	love joes	1	67.21	0.00	67.21
Purchases - Cash Purchase	20th Mar 2018	pound land	1	17.00	0.00	17
Purchases - Invoice	20th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-200318-1	351.05	0.00	351.05
Purchases - Cash Purchase	20th Mar 2018	tesco	1	20.00	0.00	20
Purchases - Invoice	20th Mar 2018	Worcester Produce	321810	82.57	0.00	82.57
Purchases - Invoice	20th Mar 2018	Worcester Produce	321812	8.17	0.00	8.17
Purchases - Invoice	20th Mar 2018	Worcester Produce	321807	32.60	0.00	32.6
Purchases - Credit Note	20th Mar 2018	Worcester Produce	903037	-2.11	-0.00	-2.11
Purchases - Invoice	21st Mar 2018	Bidfood	79318974	456.58	14.65	471.23
Purchases - Invoice	21st Mar 2018	Delice de France	351845331	134.06	0.00	134.06

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Purchases - Invoice	23rd Mar 2018	Bidfood	79356857	58.50	11.70	70.2
Purchases - Invoice	23rd Mar 2018	Bidfood	79357292	389.05	0.00	389.05
Purchases - Invoice	23rd Mar 2018	Freshfayre Chilled Foodservice	21-23900CR	148.93	0.00	148.93
Purchases - Invoice	23rd Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-230318-1	401.15	0.00	401.15
Purchases - Invoice	23rd Mar 2018	Worcester Produce	322354	32.60	0.00	32.6
Purchases - Invoice	23rd Mar 2018	Worcester Produce	322355	62.16	0.00	62.16
Purchases - Invoice	25th Mar 2018	Lewis Bakery	42077	171.25	0.00	171.25
Purchases - Invoice	26th Mar 2018	Bidfood	79385474	343.62	3.54	347.16
Purchases - Invoice	27th Mar 2018	Delice de France	351901391	183.21	0.00	183.21
Purchases - Invoice	27th Mar 2018	Spice Time (Safy Impex Ltd)	ASPENS28-270318-1	360.25	0.00	360.25
Purchases - Invoice	27th Mar 2018	Worcester Produce	322923	20.22	0.00	20.22
Purchases - Invoice	27th Mar 2018	Worcester Produce	322921	32.60	0.00	32.6
Purchases - Invoice	28th Mar 2018	Bidfood	79423395	179.45	4.75	184.2
Purchases - Invoice	29th Mar 2018	Chapple & Jenkins Ltd	451451	319.04	63.81	382.85
				15,520.92	475.34	15,996.26

Non Food Disposables						
Purchases - Invoice	28th Feb 2018	Blakemore Foodservice	5808379	7.67	1.53	9.2
Purchases - Invoice	7th Mar 2018	Bidfood	79097238	30.18	6.04	36.22

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Purchases - Invoice	12th Mar 2018	Bidfood	79165315	43.55	8.71	52.26
Purchases - Invoice	16th Mar 2018	Bidfood	79246239	118.75	23.75	142.5
Purchases - Invoice	26th Mar 2018	Bidfood	79385474	39.00	7.80	46.8
				239.15	47.83	286.98

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

Depreciation						
Regular Cost	March 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00
				17,428.71	867.68	18,296.39

section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

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



	1st Mar 2018 (Thu)	2nd Mar 2018 (Fri)	3rd Mar 2018 (Sat)	4th Mar 2018 (Sun)	5th Mar 2018 (Mon)	6th Mar 2018 (Tue)	7th Mar 2018 (Wed)
Duty Meals	16	0	0	0	13	13	13
Unit Price	1.08	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	17.28	0.00	0.00	0.00	14.04	14.04	14.04
FSM	29	0	0	0	31	32	31
Unit Price	1.08	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	31.32	0.00	0.00	0.00	33.48	34.56	33.48
	8th Mar 2018 (Thu)	9th Mar 2018 (Fri)	10th Mar 2018 (Sat)	11th Mar 2018 (Sun)	12th Mar 2018 (Mon)	13th Mar 2018 (Tue)	14th Mar 2018 (Wed)
Duty Meals	12	13	0	0	17	15	15
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	12.96	14.04	0.00	0.00	18.36	16.20	16.20
FSM	30	31	0	0	30	31	31
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	32.40	33.48	0.00	0.00	32.40	33.48	33.48
	15th Mar 2018 (Thu)	16th Mar 2018 (Fri)	17th Mar 2018 (Sat)	18th Mar 2018 (Sun)	19th Mar 2018 (Mon)	20th Mar 2018 (Tue)	21st Mar 2018 (Wed)
Duty Meals	15	12	0	0	14	15	15
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	16.20	12.96	0.00	0.00	15.12	16.20	16.20
FSM	29	29	0	0	30	30	30
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	31.32	31.32	0.00	0.00	32.40	32.40	32.40

Meal Numbers

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



	22nd Mar 2018 (Thu)	23rd Mar 2018 (Fri)	24th Mar 2018 (Sat)	25th Mar 2018 (Sun)	26th Mar 2018 (Mon)	27th Mar 2018 (Tue)	28th Mar 2018 (Wed)
Duty Meals	16	13	0	0	13	16	14
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	17.28	14.04	0.00	0.00	14.04	17.28	15.12
FSM	30	29	0	0	29	30	29
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	32.40	31.32	0.00	0.00	31.32	32.40	31.32
	29th Mar 2018 (Thu)	30th Mar 2018 (Fri)	31st Mar 2018 (Sat)				
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	841	
Net Total	908.28	
Duty Meals	Quantity	270
	Net Charge	291.60
FSM	Quantity	571
	Net Charge	616.68

Hospitality

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Date	Description	Qty	Unit Price	Net
1st Mar 2018	milk . finance dept	1	1.45	1.45
1st Mar 2018	extra milk staffroom	1	1.45	1.45
2nd Mar 2018	staffroom service . Graham	1	10.00	10.00
2nd Mar 2018	charge for food from 01.03.18	1	76.02	76.02
5th Mar 2018	lesley cakes	20	0.45	9.00
6th Mar 2018	milk . finance dept	1	1.45	1.45
6th Mar 2018	Mr Howell. Hockey	16	1.15	18.40
7th Mar 2018	Mr Howell. Hockey	16	1.15	18.40
7th Mar 2018	sharon heads pa. cookies	30	0.45	13.50
7th Mar 2018	Mr Howell. Hockey	16	1.15	18.40
7th Mar 2018	Lesley water parents eve	40	0.45	18.00
7th Mar 2018	parents evening baguettes & sandwiches	16	1.15	18.40
7th Mar 2018	water netball	12	0.45	5.40
7th Mar 2018	cookies netball	28	0.45	12.60
7th Mar 2018	milk dt department	1	1.45	1.45
7th Mar 2018	milk, it department	1	1.45	1.45
9th Mar 2018	staffroom service . Graham	1	25.00	25.00

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12th Mar 2018	milk. Mary mellor	1	1.45	1.45
12th Mar 2018	milk . stem block	1	1.45	1.45
12th Mar 2018	Mr Howell. Hockey	16	1.15	18.40
13th Mar 2018	milk. Mary mellor for staffroom	2	1.45	2.90
13th Mar 2018	milk, it department	1	1.45	1.45
13th Mar 2018	mini scones . Lesley	40	0.45	18.00
14th Mar 2018	bacon sandwiches, breakfast meeting . Graham	11	0.80	8.80
15th Mar 2018	milk . finance dept	1	1.45	1.45
15th Mar 2018	milk, lesley	2	1.45	2.90
15th Mar 2018	light lunch Michelle interviews	7	1.95	13.65
15th Mar 2018	water parents eve	44	0.45	19.80
15th Mar 2018	sands baguettes parents eve	1	15.00	15.00
16th Mar 2018	milk . stem block	1	1.45	1.45
16th Mar 2018	staffroom service . Graham	1	25.00	25.00
16th Mar 2018	VIP lunch "Jerrard lunch100"	50	2.35	117.50
16th Mar 2018	visitors lunches.Mr Goodwin	30	1.75	52.50
19th Mar 2018	milk . stem block	1	1.45	1.45
19th Mar 2018	bacon sandwiches, site staff. Graham	4	0.85	3.40
20th Mar 2018	milk . finance dept	1	1.45	1.45

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20th Mar 2018	cookies. lesley	20	0.45	9.00
20th Mar 2018	Mr Howell. Hockey	16	1.15	18.40
21st Mar 2018	milk, it department	1	1.45	1.45
21st Mar 2018	sharon heads pa. cookies	20	0.45	9.00
21st Mar 2018	Mr Howell. Hockey	16	1.15	18.40
21st Mar 2018	it dept. De training	15	0.45	6.75
21st Mar 2018	It department, Dee. Breakfast, fruit & drinks	2	1.60	3.20
22nd Mar 2018	brian davis development dept WATER	24	0.45	10.80
22nd Mar 2018	Extra milk. school staffroom	3	1.45	4.35
22nd Mar 2018	milk . finance dept	1	1.45	1.45
22nd Mar 2018	brian davis development dept VIP Lunch	4	3.75	15.00
22nd Mar 2018	Mr Howell. Hockey	16	1.15	18.40
23rd Mar 2018	Lesley , COOKIES for school play	100	0.45	45.00
23rd Mar 2018	staffroom service . Graham	1	25.00	25.00
26th Mar 2018	milk, phisics dept	1	1.45	1.45
26th Mar 2018	Refreshments . Governors meeting	20	1.30	26.00
26th Mar 2018	refreshments . Joe Williams , meeting	12	1.30	15.60
27th Mar 2018	English reward student lunch	20	1.95	39.00
27th Mar 2018	J.Williams lunch for visitors	3	2.35	7.05

Hospitality

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27th Mar 2018	water parents eve	48	0.45	21.60
27th Mar 2018	sands baguettes parents eve	9	1.25	11.25
27th Mar 2018	reward breakfast . library	1	1.50	1.50
28th Mar 2018	sharon heads pa. cookies	22	0.50	11.00
28th Mar 2018	milk. DT department	1	1.45	1.45
29th Mar 2018	Breakfast. teacher training day	100	1.50	150.00
29th Mar 2018	lunch with drinks, teacher training days	100	2.00	200.00
29th Mar 2018	staffroom service . Graham	1	20.00	20.00
29th Mar 2018	milk . finance dept	1	1.45	1.45
				1,251.92

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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