

Catering Account Monitoring

Bishop Vesey's Grammar School

Prepared by:

Michael G Neales MSC MHCIMA

Senior Consultant

The Litmus Partnership Limited

February 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 February 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 eleven of trading, the net cost of catering is £13.1k adverse to budget, due to total sales being £17.5k under budget. This is coupled with a gross profit margin of 48.83%, 3.97% below budget.

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

Please note we have received snow day invoices for snow closures on 11th and 12th December, totalling £1,780.90. Following clarifications with the contractor, we can confirm the total of this invoice should have been £1,610.33, therefore resulting in an overcharge of £170.57. The contractor has confirmed they will be cancelling the invoice and sending a revised invoice.

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 to February 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: Sam O'Sullivan
Sent: 04 March 2018 17:59
To: Miles Blackburn
Subject: Fw: Extreme Weather Closure - Bishop Vesey

From: Paul Bass <paul.bass@aspens-services.com>
Sent: 03 March 2018 11:20
To: G Swindells; Mike Neales
Cc: Sam O'Sullivan
Subject: RE: Extreme Weather Closure - Bishop Vesey

Hi Graham and Mike,

I will arrange for the invoice to be cancelled and a revised invoice for the value of £1,610.33 to cover the closures for these two days.

Thank you

Kind Regards

Paul Bass
Regional Operations Manager
Mob: 07568 432072
Email: paul.bass@aspens-services.com
Web: www.aspens-services.com

Aspens Services Ltd



Catering, cleaning and consultancy services

From: G Swindells [mailto:G.SWINDELLS@bishopveseys.bham.sch.uk]
Sent: 28 February 2018 08:40
To: Mike Neales <MikeNeales@litmuspartnership.co.uk>; Paul Bass <paul.bass@aspens-services.com>
Cc: Sam O'Sullivan <SamOSullivan@litmuspartnership.co.uk>
Subject: RE: Extreme Weather Closure - Bishop Vesey

Hi All

I agree with Mike's calculations with the exception that we were unfortunately closed for two days.

Many Thanks
Graham

Graham Swindells
Finance Director & School Business Manager
Bishop Vesey's Grammar School
Tel 0121 250 5400
Fax 0121 250 5420

From: Mike Neales [<mailto:MikeNeales@litmuspartnership.co.uk>]
Sent: 28 February 2018 07:56
To: Paul Bass <paul.bass@aspens-services.com>; G Swindells <G.SWINDELLS@bishopveseys.bham.sch.uk>
Cc: Sam O'Sullivan <SamOSullivan@litmuspartnership.co.uk>; Mike Neales <MikeNeales@litmuspartnership.co.uk>
Subject: RE: Extreme Weather Closure - Bishop Vesey

Paul, hi

Having looked at the figures quoted within your email I am afraid that I do not agree with the amount of the invoice being raised.

The phased budget for December 2017 was for a budgeted gross margin of £12,080.00 and this was over 15 trading days.

Therefore the budgeted gross margin per day was £805.33.

Therefore if the school was closed for two days then this would equate as a lost gross margin of £805.33 * 2 = £1,610.33 plus VAT.

Can you also check with Graham as I think that BVGS was only closed for the one day on the 11th December 2017 and if was the case the invoice should be for £805.33 plus VAT only.

Many thanks

Mike

Mike Neales MHCIMA MSc
Senior Consultant

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From: Paul Bass [<mailto:paul.bass@aspens-services.com>]
Sent: 27 February 2018 18:40
To: G Swindells <G.SWINDELLS@bishopveseys.bham.sch.uk>
Cc: Mike Neales <MikeNeales@litmuspartnership.co.uk>; Sam O'Sullivan <SamOSullivan@litmuspartnership.co.uk>
Subject: Extreme Weather Closure - Bishop Vesey

Extreme Weather Closure

Dear Graham,

Please find attached an invoice for the loss of budgeted gross profit (income minus food costs) due to the recent school closure as a result of extreme weather conditions.

We are sending you this invoice as we still need to cover the running costs incurred for those days, for example labour costs.

The school, as part of the annual budget guaranteed by Aspens, in turn commit to the school being open for the agreed amount of trading days built within said guaranteed budget.

If for any reason the school is not open and it is beyond our control, then Aspens needs to recover the lost amount of budgeted gross profit for the days in which the school is closed and costs are incurred.

This invoice has been based on the following breakdown.

School Name	School Type	Area / Operations manager name	Day closed	Day closed	Day closed	
			<i>enter date</i>	<i>enter date</i>	<i>enter date</i>	
Bishop Vesey Grammar	Secondary	Paul Bass	11/12/2017	12/12/2017		

If you need any further clarifications in regards to this invoice, please do not hesitate to contact me, as I would be more than happy to discuss.

Kind Regards

Paul Bass
Regional Operations Manager
 Mob: 07568 432072
 Email: paul.bass@aspens-services.com

Web: www.aspens-services.com

Aspens Services Ltd



Catering, cleaning and consultancy services

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section two

year to date comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School Year to Date Monitoring Analysis Month Eleven
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	£118,579.50	£188,185.07	£195,878.61	£211,691.01	91.07%	£210,182.73	96.00%	£238,353.00	-£28,170.27
Adult Sales	£9.06			£503.50	0.30%	£698.09			£698.09
Client Issues	£9,646.34	£13,599.58	£14,097.41	£13,256.12	8.63%	£19,916.70	4.00%	£9,933.91	£9,982.79
Total Sales	£128,234.90	£201,784.65	£209,976.02	£225,450.63	100.00%	£230,797.52	100.00%	£248,286.91	-£17,489.39
Less Consumption :									
Opening Stock	£16,489.92				23.49%	£54,204.49			£54,204.49
Cost of Sales	£68,947.31	£106,768.63	£98,991.15	£105,092.10	53.77%	£124,099.34	47.20%	£117,192.05	£6,907.29
Less Closing Stock	-£16,489.92				-26.08%	-£60,199.92			-£60,199.92
Total Consumption	£68,947.31	£106,768.63	£98,991.15	£105,092.10	51.17%	£118,103.91	47.20%	£117,192.05	£911.86
Gross Profit :									
Total Gross Profit	£59,287.59	£95,016.02	£110,984.87	£120,358.53	48.83%	£112,693.61	52.80%	£131,094.86	-£18,401.25
Gross Profit %	46.23%	47.09%	52.86%	53.39%		48.83%		52.80%	-3.97%
Less Labour:									
Basic Pay	£43,261.69	£82,743.70	£84,094.93	£94,209.87	38.08%	£87,880.41	41.72%	£103,575.81	-£15,695.40
Employers' NI	£1,012.66				2.27%	£5,248.22			£5,248.22
Employers Pens	£248.99				0.24%	£548.41			£548.41
NEST Pens	£21.77								
PAYE					1.29%	£2,969.80			£2,969.80
Overtime	£1,696.75								
Apprenticeship Levy					0.15%	£349.07			£349.07
Other Deductions					0.23%	£526.00			£526.00
Sick Pay	£110.33								
DBS Check	£520.00								
Total Labour Costs	£46,872.19	£82,743.70	£84,094.93	£94,209.87	42.25%	£97,521.91	41.72%	£103,575.81	-£6,053.90
Less Expenses:									
Disposables	£830.99	£4,272.65	£2,049.25	£5,433.31	2.50%	£5,760.79	0.31%	£762.08	£4,998.71
Cleaning Materials	£294.74	£2,585.24	£1,539.24	£1,795.74	0.64%	£1,473.96	0.36%	£896.57	£577.39
IT Equipment & Recharge	£44.00	£100.00							
Uniforms & Laundry	£1,720.11	£1,458.32	£1,000.00	£250.00	0.81%	£1,871.03	0.21%	£525.00	£1,346.03
Marketing Expenses	£263.79	£1,250.00	£1,375.00	£750.00	0.01%	£15.54	0.18%	£458.37	-£442.83
Equipment Purchases	£1,413.68	£1,500.00			0.39%	£899.84			£899.84
Equipment Hire	£76.55	£240.00	£1,320.00	£1,320.00					
Deep Clean	£150.00	£500.00	£1,500.00	£1,350.00			0.48%	£1,200.00	-£1,200.00
Bank / Credit Card Charges	£702.07								
Cash Collection	£360.81	£1,730.00	£2,750.00	£2,750.00			0.35%	£870.87	-£870.87
Subcontracted Deep Clean Costs	£200.00				0.54%	£1,249.00			£1,249.00
Sundry Expenses	£0.50	£226.00	£1,112.90	£872.09	-0.66%	-£1,519.70	0.15%	£375.00	-£1,894.70
Telephone	£348.72				0.03%	£64.83			£64.83
Subcontracted Refuse	£503.44						0.40%	£1,000.00	-£1,000.00
Stationary & Postage	£426.86	£513.30	£1,375.34	£964.37	0.05%	£108.75	0.18%	£458.37	-£349.62
Training	£158.70	£577.16							
Depreciation	£1,000.00	£5,500.00	£5,500.00	£5,500.00	4.37%	£10,082.97	4.47%	£11,088.33	-£1,005.36
Staff Advertising & Recruitment	£43.20	£31.50							
CRB			£380.00				0.24%	£605.00	-£605.00
Stock Movement				£400.90	-0.22%	-£498.91			-£498.91
Management Fee	£2,614.99	£14,664.98	£14,497.66	£12,500.00	2.17%	£5,000.00	2.22%	£5,500.00	-£500.00
Total Expenses	£11,153.15	£35,149.15	£34,399.39	£33,886.41	10.62%	£24,508.10	9.56%	£23,739.59	£768.51
Total Overheads	£58,025.34	£117,892.85	£118,494.32	£128,096.28	52.87%	£122,030.01	51.28%	£127,315.40	-£5,285.39
Less Gross Profit	-£59,287.59	-£95,016.02	-£110,984.87	-£120,358.53	-48.83%	-£112,693.61	-52.80%	-£131,094.86	£18,401.25
NET COST OF CATERING	-£1,262.25	£22,876.83	£7,509.45	£7,737.75	4.05%	£9,336.40	-1.52%	-£3,779.46	£13,115.86
Plus Adjustment:									
Balancing Subsidy	-£1,045.60	-£17,245.60	-£6,714.45	-£7,737.75	-7.12%	-£16,432.82	-0.64%	-£1,578.34	-£14,854.48
Total Adjustments	-£1,045.60	-£17,245.60	-£6,714.45	-£7,737.75	-7.12%	-£16,432.82	-0.64%	-£1,578.34	-£14,854.48
Total Fixed Invoiced Cost	-£2,307.85	£5,631.23	£795.00		-3.07%	-£7,096.42	-2.16%	-£5,357.80	-£1,738.62
Plus Client Issues:									
Client Issues Recharged	£9,646.34	£13,600.30	£14,153.60	£13,824.91	8.63%	£19,916.71			
Total Client Issues	£9,646.34	£13,600.30	£14,153.60	£13,824.91	8.63%	£19,916.71			
Total Invoiced Cost Pre Vat	£7,338.49	£19,231.53	£14,948.60	£13,824.91	5.55%	£12,820.29			
Plus VAT:									
Input VAT	£7,242.16	£8,226.77	£5,294.51	£9,723.65	3.50%	£8,082.49			
Output VAT	-£319.91	-£117.76	£1,339.85	-£347.53	-0.02%	-£46.61			
Total VAT	£6,922.25	£8,109.01	£6,634.36	£9,376.12	3.48%	£8,035.88			
Total Invoiced Cost Plus VAT	£14,260.74	£27,340.54	£21,582.96	£23,201.03	9.04%	£20,856.17			
Plus Additional Invoices/Credits:									
Net Invoice Value		-£1,334.55			-1.03%	-£2,367.10			
VAT Charged		-£79.17			0.15%	£356.18			
Total Additional Invoice/Credit		-£1,413.72			-0.87%	-£2,010.92			

section three

monthly comparative analysis ~ budget vs actuals

Bishop Vesey's Grammar School

Monthly Monitoring Analysis - Month Eleven

Month of :	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18				
Budget Heading	Actual	Actual	Actual	Actual	% of Actual Sales	Actual	% of Bdgtd Sales	Budget	Variance
Sales :									
Sales	£15,997.98	£17,505.00	£26,416.00	£20,673.58	92.98%	£21,245.72	96.00%	£21,942.00	-£696.28
Adult Sales				£503.50	0.51%	£117.15			
Client Issues	£1,185.90	£960.00	£1,533.60	£833.60	6.51%	£1,486.84	4.00%	£914.55	£572.29
Total Sales	£17,183.88	£18,465.00	£27,949.60	£22,010.68	100.00%	£22,849.71	100.00%	£22,856.55	-£6.84
Less Consumption :									
Opening Stock					28.41%	£6,492.41			£6,492.41
Cost of Sales	£8,850.26	£8,203.00	£12,482.00	£10,556.13	49.12%	£11,223.99	47.20%	£10,788.29	£435.70
Less Closing Stock					-26.24%	-£5,995.43			-£5,995.43
Total Consumption	£8,850.26	£8,203.00	£12,482.00	£10,556.13	51.30%	£11,720.97	47.20%	£10,788.29	£932.68
Gross Profit :									
Total Gross Profit	£8,333.62	£10,262.00	£15,467.60	£11,454.55	48.70%	£11,128.74	52.80%	£12,068.26	-£939.52
Gross Profit %	48.50%	55.58%	55.34%	52.04%		48.70%		52.80%	-4.10%
Less Labour:									
Basic Pay	£7,505.66	£7,827.00	£7,962.63	£11,454.55	39.58%	£9,044.31	41.20%	£9,416.00	-£371.69
Employers' NI									
Employers Pens									
NEST Pens									
PAYE									
Overtime									
Apprenticeship Levy									
Other Deductions									
Sick Pay									
DBS Check									
Total Labour Costs	£7,505.66	£7,827.00	£7,962.63	£11,454.55	39.58%	£9,044.31	41.20%	£9,416.00	-£371.69
Less Expenses:									
Disposables	£180.84	£257.00	£694.00	£414.08	0.24%	£54.60	0.31%	£70.15	-£15.55
Cleaning Materials	£289.94	£187.00	£226.00	£188.10	0.43%	£98.24	0.36%	£82.53	£15.71
IT Equipment & Recharge									
Uniforms & Laundry	£83.33								
Marketing Expenses	£125.00	£125.00						£41.67	
Equipment Purchases	£100.00				0.42%	£95.70			£95.70
Equipment Hire		£120.00	£120.00	£120.00					
Deep Clean	£125.00								
Bank / Credit Card Charges									
Cash Collection	£136.50	£250.00	£250.00	£250.00			0.35%	£79.17	-£79.17
Subcontracted Deep Clean Costs									
Sundry Expenses		£113.00	£104.00						
Telephone									
Subcontracted Refuse							0.55%	£125.00	-£125.00
Stationary & Postage	£41.66	£121.00	£87.67	£87.67	0.34%	£78.80	0.18%	£41.67	£37.13
Training									
Depreciation	£500.00	£500.00	£500.00	£500.00	4.41%	£1,008.33	4.41%	£1,008.00	£0.33
Staff Advertising & Recruitment	£31.50								
CRB							0.24%	£55.00	-£55.00
Stock Movement				£40.09	0.08%	£19.34			£19.34
Management Fee	-£1,333.33	£1,333.00	£1,250.00		2.19%	£500.00	2.19%	£500.00	
Total Expenses	£280.44	£3,006.00	£3,231.67	£1,599.94	8.12%	£1,855.01	8.76%	£2,003.19	-£148.18
Total Overheads	£7,786.10	£10,833.00	£11,194.30	£13,054.49	47.70%	£10,899.32	49.96%	£11,419.19	-£519.87
Less Gross Profit	-£8,333.62	-£10,262.00	-£15,467.60	-£11,454.55	-48.70%	-£11,128.74	-52.80%	-£12,068.26	£939.52
NET COST OF CATERING	-£547.52	£571.00	-£4,273.30	£1,599.94	-1.00%	-£229.42	-2.84%	-£649.07	£419.65
Plus Adjustment:									
Balancing Subsidy	£1,153.59	-£482.70	£4,273.30	-£1,599.94	-1.18%	-£270.58	0.81%	£184.62	-£455.20
Total Adjustments	£1,153.59	-£482.70	£4,273.30	-£1,599.94	-1.18%	-£270.58	0.81%	£184.62	-£455.20
Total Fixed Invoiced Cost	£606.07	£88.30			-2.19%	-£500.00	-2.03%	-£464.45	-£35.55
Plus Client Issues:									
Client Issues Recharged	£1,185.90	£960.00	£1,533.95	£1,337.10	6.51%	£1,486.84			
Total Client Issues	£1,185.90	£960.00	£1,533.95	£1,337.10	6.51%	£1,486.84			
Total Invoiced Cost Pre Vat	£1,791.97	£1,048.30	£1,533.95	£1,337.10	4.32%	£986.84			
Plus VAT:									
Input VAT	£747.03	£749.97	£570.59	£968.10	2.97%	£679.23			
Output VAT		-£10.17	-£21.77	-£13.93					
Total VAT	£747.03	£739.80	£548.82	£954.17	2.97%	£679.23			
Total Invoiced Cost Plus VAT	£2,539.00	£1,788.10	£2,082.77	£2,291.27	7.29%	£1,666.07			
Plus Additional Invoices/Credits:									
Net Invoice Value					7.79%	£1,780.90			
VAT Charged					1.56%	£356.18			
Total Additional Invoice/Credit					9.35%	£2,137.08			

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%

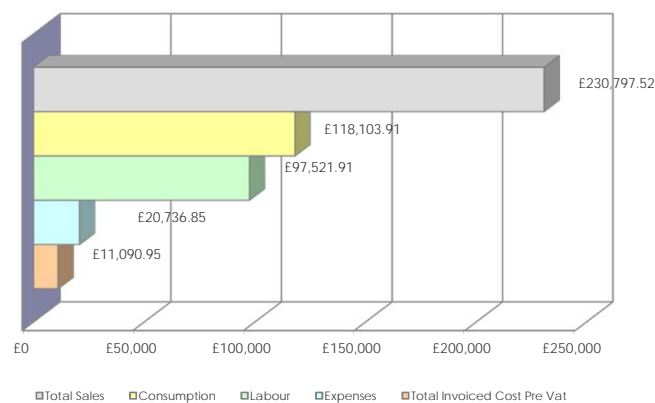
Gross Profit Tracker	Month 7	Month 8	Month 9	3rd Quarter Average
Gross Profit	40.15%	57.20%	52.49%	49.95%

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

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	£22,850		£230,797.52
Consumption	50.00%	55.32%	50.66%	61.78%	0.00%	55.05%	59.85%	42.80%	47.51%	45.17%	51.30%		51.17%
Gross Profit	50.00%	44.68%	49.34%	38.22%	0.00%	44.95%	40.15%	57.20%	52.49%	54.83%	48.70%		48.83%
Labour	69.23%	46.04%	38.42%	59.98%	0.00%	33.55%	36.67%	26.63%	42.59%	30.92%	39.58%		42.25%
Sundries	29.98%	9.24%	14.47%	11.52%	0.00%	4.57%	3.96%	3.20%	12.23%	4.95%	5.93%		8.45%
Management Fee	5.53%	2.32%	2.27%	3.54%	0.00%	1.72%	0.00%	1.40%	2.24%	1.75%	2.19%		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	-£229.42		£9,336.40
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	£419.65		£12,696.21

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-2036

Invoice Date: 28th Feb 2018

Description	Net	Vat	Gross
Services Provided :	£986.84	£679.23	£1,666.07
<hr/>			
Your Output VAT on Sales @20% of	£-117.15	is	£-23.43
Your Output VAT on Sales @0% of	£-21,245.72	is	£0.00
Your Input VAT on Purchases @20% of	£2,004.95	is	£400.99
Your Input VAT on Purchases @0% of	£9,792.12	is	£0.00
Your Input VAT on Labour @20% of	£0.00	is	£0.00
Your Input VAT on Labour @0% of	£9,044.31	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	£986.84		£679.23

Net Total: £986.84
Vat Total: £679.23
Net Total: £1,666.07

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
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/SNOW/17
Invoice Date: 31/12/2017

Description	Quantity	Price	Net	Vat	Gross
Snow Closures					
11th & 12th December 2017			£1,780.90	£356.18	£2,137.08

Net Total: **£1,780.90**
Vat Total: **£356.18**
Gross Total: **£2,137.08**

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 Feb 2018 - 28th Feb 2018



Description	Net
Cash Sales	
Catering Cash Students	425.68
Catering Cashless Students	20,820.04
Catering Cashless Adults	117.15
Subtotal Cash Sales	21,362.87
Credit Sales	
Duty Meals	231.12
FSM	447.12
Hospitality	808.60
Subtotal Credit Sales	1,486.84
Total Sales	22,849.71
Cost of Sales	
Opening Stock	6492.41 (31/01/2018)
Purchases	11,223.99
Closing Stock	5995.43 (28/02/2018)
Consumption	11,720.97
Gross Profit	11,128.74
GP%	48.70%
Labour	
Labour	9,044.31
Total Labour	9,044.31
Sundries	
Opening Stock	518.25 (31/01/2018)
Purchases	327.34
Closing Stock	498.91 (28/02/2018)
Total Sundries	346.68
Extra Costs	
Management Fee	500.00
Depreciation	1,008.33
Total Extra Charges	1,508.33
Net Operating Cost	-229.42
Invoice Reconciliation	

Client Operating Statement

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Net Cost of Catering	-229.42
Cost Adjustment	-270.58
Credit Sales	1,486.84
Invoice Value (GBP)	986.84

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Type	Date	Supplier	Reference	Net	VAT	Gross
Cleaning Materials						
Purchases - Invoice	31st Jan 2018	Bidfood	78579878	30.60	6.12	36.72
Purchases - Invoice	2nd Feb 2018	Bidfood	78619957	8.72	1.74	10.46
Purchases - Invoice	5th Feb 2018	Bidfood	78651475	4.85	0.97	5.82
Purchases - Invoice	9th Feb 2018	Bidfood	78729394	22.19	4.43	26.62
Purchases - Invoice	12th Feb 2018	Bidfood	78756432	15.94	0.00	15.94
Purchases - Invoice	26th Feb 2018	Bidfood	78953805	15.94	0.00	15.94
				98.24	13.26	111.50
Food Purchases						
Purchases - Cash Purchase	23rd Jan 2018	amazon	205-5720560-5069914	14.97	0.00	14.97
Purchases - Invoice	31st Jan 2018	Bidfood	78579878	497.63	3.54	501.17
Purchases - Invoice	31st Jan 2018	Blakemore Foodservice	5776330	296.19	0.00	296.19
Purchases - Invoice	31st Jan 2018	Majestic Coffee	9573	545.70	22.00	567.7
Purchases - Invoice	31st Jan 2018	Tugo Food Systems Ltd	202350	213.56	0.00	213.56
Purchases - Invoice	31st Jan 2018	Tugo Food Systems Ltd	202264	179.71	0.00	179.71
Purchases - Credit Note	1st Feb 2018	Bidfood	99381277	-25.36	-0.00	-25.36

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Purchases - Invoice	1st Feb 2018	Chapple & Jenkins Ltd	438896	467.96	85.47	553.43
Purchases - Invoice	1st Feb 2018	Spice Time (Safy Impex Ltd)	ASPEN28-010218-1	189.40	0.00	189.4
Purchases - Invoice	1st Feb 2018	Theos Food Company	98574	230.88	0.00	230.88
Purchases - Credit Note	1st Feb 2018	Theos Food Company	98673	-23.09	-0.00	-23.09
Purchases - Invoice	2nd Feb 2018	Bidfood	78619957	392.62	0.00	392.62
Purchases - Invoice	2nd Feb 2018	Worcester Produce	314296	3.54	0.00	3.54
Purchases - Invoice	2nd Feb 2018	Worcester Produce	314294	39.63	0.00	39.63
Purchases - Invoice	2nd Feb 2018	Worcester Produce	314293	17.00	0.00	17
Purchases - Invoice	4th Feb 2018	Lewis Bakery	41871	154.25	0.00	154.25
Purchases - Invoice	5th Feb 2018	Bidfood	78651475	485.69	14.55	500.24
Purchases - Invoice	5th Feb 2018	Bunzl Catering	01291051	302.11	60.42	362.53
Purchases - Invoice	5th Feb 2018	Freshfayre Chilled Foodservice	#21-23174cr	38.88	0.00	38.88
Purchases - Cash Purchase	5th Feb 2018	tesco	222	122.79	0.00	122.79
Purchases - Invoice	6th Feb 2018	Delice de France	351412487	106.13	0.00	106.13
Purchases - Invoice	6th Feb 2018	Freshfayre Chilled Foodservice	#21-23376cr	49.69	0.00	49.69
Purchases - Invoice	6th Feb 2018	Spice Time (Safy Impex Ltd)	ASPENS28-060218-1	204.40	0.00	204.4
Purchases - Cash Purchase	6th Feb 2018	tesco	12	159.81	0.00	159.81
Purchases - Invoice	6th Feb 2018	Worcester Produce	315120	32.60	0.00	32.6
Purchases - Invoice	6th Feb 2018	Worcester Produce	315123	71.77	0.00	71.77

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Purchases - Invoice	7th Feb 2018	Bidfood	78693865	333.73	8.85	342.58
Purchases - Invoice	7th Feb 2018	Blakemore Foodservice	5784826	347.75	0.00	347.75
Purchases - Invoice	8th Feb 2018	Delice de France	351138981	271.58	0.00	271.58
Purchases - Invoice	8th Feb 2018	Spice Time (Safy Impex Ltd)	ASPENS28-080218-1	244.00	0.00	244
Purchases - Invoice	9th Feb 2018	Bidfood	78729394	420.35	23.42	443.77
Purchases - Invoice	9th Feb 2018	Freshfayre Chilled Foodservice	21-23427cr	77.98	0.00	77.98
Purchases - Invoice	9th Feb 2018	Tugo Food Systems Ltd	203163	171.94	0.00	171.94
Purchases - Invoice	9th Feb 2018	Worcester Produce	315444	59.85	0.00	59.85
Purchases - Invoice	9th Feb 2018	Worcester Produce	315443	32.60	0.00	32.6
Purchases - Invoice	11th Feb 2018	Lewis Bakery	41901	185.95	0.00	185.95
Purchases - Invoice	12th Feb 2018	Bidfood	78756432	323.29	9.63	332.92
Purchases - Invoice	12th Feb 2018	Blakemore Foodservice	5791992	275.45	0.00	275.45
Purchases - Invoice	13th Feb 2018	Delice de France	351479066	252.20	0.00	252.2
Purchases - Invoice	13th Feb 2018	Magenta (UK) Ltd	2119033	449.12	89.82	538.94
Purchases - Invoice	13th Feb 2018	Spice Time (Safy Impex Ltd)	ASPEN28-130218-1	309.50	0.00	309.5
Purchases - Invoice	13th Feb 2018	Worcester Produce	316253	62.63	0.00	62.63
Purchases - Invoice	13th Feb 2018	Worcester Produce	316250	32.60	0.00	32.6
Purchases - Invoice	14th Feb 2018	Bidfood	78792005	200.27	3.54	203.81
Purchases - Invoice	14th Feb 2018	Blakemore Foodservice	5793681	201.08	0.00	201.08

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Purchases - Invoice	14th Feb 2018	Blakemore Foodservice	5793835	14.56	0.00	14.56
Purchases - Invoice	14th Feb 2018	Blakemore Foodservice	5793835	0.00	0.00	0
Purchases - Invoice	16th Feb 2018	Bidfood	78825144	247.70	0.00	247.7
Purchases - Invoice	18th Feb 2018	Lewis Bakery	41936	126.85	0.00	126.85
Purchases - Invoice	23rd Feb 2018	Worcester Produce	317807	83.39	0.00	83.39
Purchases - Invoice	23rd Feb 2018	Worcester Produce	317806	32.60	0.00	32.6
Purchases - Invoice	26th Feb 2018	Bidfood	78953805	532.31	23.47	555.78
Purchases - Invoice	26th Feb 2018	Bradshaws Butchers	101853	41.68	0.00	41.68
Purchases - Invoice	26th Feb 2018	Spice Time (Safy Impex Ltd)	260218-1	217.25	0.00	217.25
Purchases - Invoice	27th Feb 2018	Blakemore Foodservice	5798873	234.34	0.00	234.34
Purchases - Invoice	27th Feb 2018	Delice de France	351632312	238.45	0.00	238.45
Purchases - Invoice	27th Feb 2018	Freshfayre Chilled Foodservice	421-23611cr	158.07	0.00	158.07
Purchases - Cash Purchase	27th Feb 2018	tesco	12	81.92	0.00	81.92
Purchases - Invoice	27th Feb 2018	Worcester Produce	318252	161.94	0.00	161.94
Purchases - Invoice	27th Feb 2018	Worcester Produce	318250	32.60	0.00	32.6
				11,223.99	344.71	11,568.70

Light Equipment						
Purchases - Invoice	30th Oct 2017	Dalebrook (formerly Remmed	108328	95.70	19.14	114.84

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



95.70	19.14	114.84
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Non Food Disposables						
Purchases - Invoice	31st Jan 2018	Bidfood	78579878	24.42	4.88	29.3
Purchases - Invoice	5th Feb 2018	Bidfood	78651475	30.18	6.04	36.22
				54.60	10.92	65.52

Stationery						
Purchases - Invoice	31st Jan 2018	Robert Hall Business Equipment	592186	64.77	12.96	77.73
Purchases - Cash Purchase	1st Feb 2018	amazon	123	14.03	0.00	14.03
				78.80	12.96	91.76

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

Depreciation						
Regular Cost	February 2018	-	Depreciation	1008.33	201.666	1209.996
				1,008.33	201.67	1,210.00
				13,059.66	702.66	13,762.32

ASPENS SERVICES LIMITED

Total Cost	9,045.58
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section six

client issue summary

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



	1st Feb 2018 (Thu)	2nd Feb 2018 (Fri)	3rd Feb 2018 (Sat)	4th Feb 2018 (Sun)	5th Feb 2018 (Mon)	6th Feb 2018 (Tue)	7th Feb 2018 (Wed)
Duty Meals	13	15	0	0	14	15	15
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	14.04	16.20	0.00	0.00	15.12	16.20	16.20
FSM	28	27	0	0	29	31	28
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	30.24	29.16	0.00	0.00	31.32	33.48	30.24
	8th Feb 2018 (Thu)	9th Feb 2018 (Fri)	10th Feb 2018 (Sat)	11th Feb 2018 (Sun)	12th Feb 2018 (Mon)	13th Feb 2018 (Tue)	14th Feb 2018 (Wed)
Duty Meals	15	7	0	0	14	13	14
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	16.20	7.56	0.00	0.00	15.12	14.04	15.12
FSM	30	8	0	0	31	30	28
Unit Price	1.08	1.08	0.00	0.00	1.08	1.08	1.08
Net Charge	32.40	8.64	0.00	0.00	33.48	32.40	30.24
	15th Feb 2018 (Thu)	16th Feb 2018 (Fri)	17th Feb 2018 (Sat)	18th Feb 2018 (Sun)	19th Feb 2018 (Mon)	20th Feb 2018 (Tue)	21st Feb 2018 (Wed)
Duty Meals	16	15	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	16.20	0.00	0.00	0.00	0.00	0.00
FSM	29	27	0	0	0	0	0
Unit Price	1.08	1.08	0.00	0.00	0.00	0.00	0.00
Net Charge	31.32	29.16	0.00	0.00	0.00	0.00	0.00

Meal Numbers

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



	22nd Feb 2018 (Thu)	23rd Feb 2018 (Fri)	24th Feb 2018 (Sat)	25th Feb 2018 (Sun)	26th Feb 2018 (Mon)	27th Feb 2018 (Tue)	28th Feb 2018 (Wed)
Duty Meals	0	0	0	0	16	17	15
Unit Price	0.00	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	17.28	18.36	16.20
FSM	0	0	0	0	30	30	28
Unit Price	0.00	0.00	0.00	0.00	1.08	1.08	1.08
Net Charge	0.00	0.00	0.00	0.00	32.40	32.40	30.24

Quantity Total	628	
Net Total	678.24	
Duty Meals	Quantity	214
	Net Charge	231.12
FSM	Quantity	414
	Net Charge	447.12

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



Date	Description	Qty	Unit Price	Net
1st Feb 2018	milk . stem block	1	1.45	1.45
1st Feb 2018	water library	1	0.45	0.45
2nd Feb 2018	staffroom service . Graham	1	25.00	25.00
2nd Feb 2018	hockey tea. mr howell . cookies & drinks	16	1.15	18.40
2nd Feb 2018	bacon bap. IT department	1	1.00	1.00
2nd Feb 2018	lunch department	2	2.25	4.50
5th Feb 2018	milk . finance dept	1	1.45	1.45
5th Feb 2018	milk. main school office	1	1.45	1.45
5th Feb 2018	lunch for students . Lesley	15	1.45	21.75
5th Feb 2018	hockey tea. mr howell . cookies & drinks	32	1.15	36.80
6th Feb 2018	milk. main school office	1	1.45	1.45
6th Feb 2018	milk maths department	1	1.00	1.00
6th Feb 2018	hockey tea. mr howell . cookies & drinks	16	1.15	18.40
7th Feb 2018	sharon heads pa. cookies	22	0.45	9.90
7th Feb 2018	milk . finance dept	1	1.45	1.45
8th Feb 2018	Mr Howell. Hockey	32	1.15	36.80
8th Feb 2018	Michelle lunches	3	1.55	4.65

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



8th Feb 2018	Michelle lunches	7	1.55	10.85
9th Feb 2018	vip lunches	37	3.55	131.35
9th Feb 2018	packed lunches mr Davis	70	2.15	150.50
9th Feb 2018	water. mr davis	100	0.45	45.00
9th Feb 2018	Mr Howell. Hockey	16	1.15	18.40
9th Feb 2018	staffroom service . Graham	1	25.00	25.00
12th Feb 2018	cookies. lesley	100	0.45	45.00
12th Feb 2018	Lesley , cakes	15	0.45	6.75
12th Feb 2018	debating. Vince Byrne. hot & cold drinks & Buffet	20	2.00	40.00
12th Feb 2018	milk . finance dept	1	1.45	1.45
12th Feb 2018	milk. main school office	1	1.45	1.45
13th Feb 2018	Mr Howell. Hockey	32	1.15	36.80
13th Feb 2018	milk maths department	1	1.45	1.45
14th Feb 2018	Michelle muffins for meeting	16	0.55	8.80
14th Feb 2018	sharon heads pa. cookies	30	0.45	13.50
14th Feb 2018	Mr Howell. Hockey	16	1.15	18.40
14th Feb 2018	milk . finance dept	1	1.45	1.45
16th Feb 2018	staffroom service . Graham	1	25.00	25.00
16th Feb 2018	milk. main school office	1	1.45	1.45

Hospitality

School: Bishop Vesey's Grammar School

Unit Number: S300

Date Period: 1st Feb 2018 - 28th Feb 2018



26th Feb 2018	alan jones. music . lunch for visitors	6	2.20	13.20
26th Feb 2018	milk . finance dept	1	1.45	1.45
26th Feb 2018	milk, it department	1	1.45	1.45
28th Feb 2018	staffroom service . Graham	1	15.00	15.00
28th Feb 2018	sharon heads pa. cookies	20	0.45	9.00
				808.60

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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