

Report of BRPS P&C Uniform Subcommittee August 2016

1. BRPS P&C management committee actions:

1.1. The BRPS P&C management committee is asked to note:

- Progress with issue with sizing of summer dresses and winter tunics.
- Results of Q2 stock take.
- Appointment of Paid staff member to run the uniform shop.

1.2. The BRPS P&C management committee is asked to endorse:

- None.

2. Work undertaken to date:

2.1. Richard Palmer appointed new uniform shop Manager (paid position).

2.2. Helen Hogben has now handed over all uniform shop day to day tasks to Richard.

2.3. There have been no further large delivery delays since the summer dresses delay at the beginning of the year. Size 4 tracksuit pants went out of stock at the supplier but BME managed to get them to us within three weeks.

2.4. No second hand sales have been held this term.

3. Stock Control

4. At the end of June Richard Palmer and Helen Hogben conducted a very thorough stock control. Everything was counted twice. When compared to the flexischools report minus any returns we have stock losses of \$119.45. There were 10 items that did not match the expected stock level. We are hoping this is down to an incident in Jan when some orders were accidentally doubled up.

4.1. Losses – total losses \$194.32

- 1 x Summer dress \$42.00
- 1 x Winter tunic \$48.72
- 1 x Sports shorts \$18.48
- 4 x Skorts \$85.12

4.2. Gains – total gains \$74.87

- 1 x Track pants \$29.68
- 1 x Back pack \$36.85
- 1 x Chairbag \$08.34

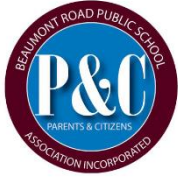
5. Garment Sizing:

5.1. There is an issue with garment sizing for summer dresses and winter tunics. The sizing of the old supplier differs greatly from the new supplier. We have agreed with the supplier to send second hand dresses that are to a required size to use for resizing. They will alter any stock they have in China. In progress.

6. Sales YTD in 2016:

6.1. Average 15 orders per week.

6.2. Revenue to end of July: \$20,796



For BRPS P&C management committee: August 2016

- 6.3. Profit to end of July: \$4,196
- 6.4. Revenue from Second Hand Sales: \$1795.50
- 6.5. Total Profit (new and second hand) \$5992.47

7. Inventory Management Software:

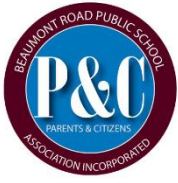
- 7.1. Will track spreadsheets for a while to see if anything further is required.

8. Blazers for public speaking Comps:

- 8.1. This has been handed over to Richard Palmer and is being progressed working with Mrs Wahan to decide colours etc.

9. Ongoing work

- 1.1. Still need to find a home for the uniform shop – back of the hall was meant to be a temporary position. Really need for this to be added to the new OSH room proposal.
- 1.2. No progress as yet on adding boys stock or girls tights.
- 1.3. Resolving summer tunic sizing issue with BME.



For BRPS P&C Executive: August 2016

Uniform Shop Profit Summary end July 2016													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Orders	27	101	61	47	98	55	12						401
Returns	1	38	7	1	8	2	5						62
Number of items Sold	123	182	138	97	140	80	14						774
Value of Orders	\$2,925.00	\$4,740.50	\$3,836.00	\$3,213.00	\$3,377.50	\$2,413.00	\$291.00						\$20,796.00
Cost of Goods Sold	\$2,237.35	\$3,527.88	\$2,775.53	\$2,504.10	\$2,662.83	\$1,899.10	\$218.36						\$15,825.15
Flexschools fees	\$87.75	\$142.22	\$115.08	\$96.39	\$101.33	\$72.39	\$8.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$623.88
Freight (estimated)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		\$25.00						\$150.00
New Samples for Photocopy room (due to supplier change)					\$453.75								453.75
Uniform Shop Manager Salary (from 8th Aug 2016)													
Actual Profit	\$574.90	\$1,045.41	\$920.39	\$587.51	\$588.34	\$441.51	\$38.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,196.97
Average Items per order	4.6	0.4	2.3	2.1	1.4	1.5	1.2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Average Value per Order	\$108.33	\$46.94	\$62.89	\$68.36	\$34.46	\$43.87	\$24.25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Second Hand Sales	\$1,162.50				\$633.00								\$1,795.50
Total Profit	\$1,737.40	\$1,045.41	\$920.39	\$587.51	\$1,221.35	\$441.51	\$38.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,992.47
Value of Current Stock (Cost Price)	\$26,328.00					\$26,079.69	\$27,018.44						