

### 38878 External Supplier Payments

I am requesting information on all payments to external suppliers for purchases of goods and services between 01/01/2021 and 31/12/2021.

What is requested is a list of these payments, ideally in Microsoft Excel format, which contains as much of the following information for each payment as possible.

- Supplier name
- Amount paid, excluding VAT
- Payment date (or some other relevant transaction date)
- A unique invoice-id or a transaction-id number for each payment.
- Some description of the nature of the expense

I am not asking you to do manual time-consuming compiling. I am only asking for an extract from your accounting software with as much of the above stated information as you can conveniently and reasonably provide.

Please refer to the attached spreadsheet. Please note that our central records hold the amount paid inclusive of VAT, rather than exclusive and they do not include a description of the nature of the expense.

In order to provide the amounts exclusive of VAT and a brief description for each payment, a manual process would be required to collate this. The cost to the Council of providing this information would far exceed the statutory maximum of £600.