

Berwick-upon-Tweed Town Council**LIST OF CHEQUE PAYMENTS**

The following cheque payments have been made by Berwick Town Council in line with the criteria set out in Section 9 of the Financial regulations

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
506 Public Seat Maintenance	31/03/2017	101519	Seat maintenance	Northumberland County Council	45.37	9.07	54.44
507 Public Seat Maintenance	31/03/2017	101519	Seat maintenance	Northumberland County Council	32.26	6.45	38.71
508 Public Realm Works	31/03/2017	101519	Container hire	Northumberland County Council	250.00	50.00	300.00
509 IT Equipment	31/03/2017	101520	IT equipment	Viking	70.87	14.17	85.04
510 Cleaning	31/03/2017	101521	Cleaning	Crystal Stone Ltd	46.50	0.00	46.50
511 Cleaning	31/03/2017	101521	Cleaning	Crystal Stone Ltd	15.50	0.00	15.50

Berwick-upon-Tweed Town Council
LIST OF DIRECT PAYMENTS

The following direct payments have been made by Berwick Town Council in line with the criteria set out in Section 9 of the Financial regulations

Voucher Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
512 Telecoms	31/03/2017	directdebit	phone	BT	94.47	18.89	113.36
513 Relocation costs	31/03/2017	directdebit	phone	BT	135.00	27.00	162.00

Berwick-upon-Tweed Town Council
LIST OF RECEIPTS

The following payments have been received by Berwick Town Council

Voucher Code	Date	Receipt No	Description	Supplier	Net	VAT	Total
39 Freedom Admissions fees	10/02/2017	100096	Freedom admission fees	Freedom Applicants - see files	25.00	0.00	25.00
40 Sundry	24/02/2017	BACS	Donation	Arch	500.00	0.00	500.00
41 Stationery & Printing	09/03/2017		Credit	Viking	0.81	0.00	0.81
42 Sundry	09/03/2017	100097	Donation	Berwick Civic Society	50.00	0.00	50.00
43 VAT refund	09/03/2017	BACS	VAT Refund	HMRC	0.00	10,265.18	10,265.18
44 Sundry	10/03/2017	BACS	Refund expenses	BT	23.12	4.62	27.74
45 Grants	31/03/2017	3536234	Grant	Northumberland County Council	9,279.00	0.00	9,279.00

Explanatory Notes to accompany payment & receipts lists.

Cheque Payments

Reference	Note
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506-7	Seat removal and relocation costs
508	Quarterly cost of storage container
509	Anti-glare screen cover for office computer
510-11	Office cleaning

Direct Payments from Current account

Reference	Note
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512	Quarterly internet charge
513	Cost of relocating phone line to new office

Receipts

Reference	Note
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39	Fees from Freedom Admissions applicants
40	Donation towards cost of Investors Conference
41	Credit for over-payment
42	Donation towards cost of Investors Conference
43	Refund of VAT paid in Q3
44	Refund of overpayment ahead of office move
45	Balance of original Coastal Communities Fund grant to be used for further work on Berwick Barracks Project