

MICHAELSTOW PARISH AUDIT 2021: TEST SAMPLE INVOICES.

CHQ201 - £164.60 EXPENSE CLAIM

Your Receipt FAD: 428555

St Breward
St Breward Stores
Churchtown
St Breward
Cobden
Cornwall
PL30 4PJ

VAT REG No. GB 172 6705 02
Date of Issue: 04/08/2020 14:06
SESSION: 1-179835

2nd Class Bk x12	7.80	7.80
2nd Class Bk x12	7.80	7.80
TOTAL DUE TO POST OFFICE		15.60
Visa Debit FROM CUSTOMER	15.60	
BALANCE		0.00

VISA DEBIT Payment Retail
Card Number: **** * 7815 Issue:

Simon Mitchell
Fentonadle Cottage
Fentonadle
St. Breward
Cornwall PL30 4PJ

email: simonthescribe@yahoo.co.uk
web: www.simonthescribe.co.uk
01208 851356

12

28.07.2020

Dear Michaelstow Parish Council

The auditor pointed out that my claim for 'work at home' office expenses has been under what it should be. HMRC now provide a guidance rate for someone working my hours from home of £7 per month not including BT.

This is an annual charge of £84 £84

BT costs are £50 a month, x12 = £600 a year. / 52 = £11.54 per week.
11.54 / 37 [standard weekly office hours] x 4 [actual weekly hours] = £1.25 x 52 = £65

Please make a cheque payable to Sarah Barrett for the amount of £149

Kind regards
Simon Mitchell
clerk

Simon Mitchell

Also - Michaelstow parish have been using stamps paid for by St tudy parish + so its Michaelstow's stamp + so use 2x12 2nd

BARCLAYS
BARCLAYS BANK PLC
WADEBRIDGE BRANCH

FB6-81CM7T29<3

20-74-20
03292037
Date 06.08.2020

£15.60

149.

164.60

Pay Sarah Barrett Only

£164.60

one hundred and sixty four pounds 60 pence only

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL

02/01/2018

FB6-81CM7T29<3

Account No.

OFFICIAL

OFFICIAL

201

Simon Mitchell

3

Invoice

Invoice Number: LC001341-361705
 Invoice Date: 05 April 2020
 Policyholder Name: Michaelstow Parsh Council
 Policyholder Address: Fentondale Cottage
 St. Breward
 BODMIN
 Cornwall
 PL30 4PJ
 Policy Number: LC001341
 Effective Date: 01 June 2020
 Description: Local Councils Insurance Renewal
 Premium: £163.21
 Insurance Premium Tax: £19.59
 Fee: £0.00
Total Premium Due: £182.80
 Terms of Payment: In advance of your renewal date (see above)

Payment Methods:

1. Payment by credit/debit card – please call BHIB on 0330 013 0036 and have your card details ready
2. Payment by BACS/automatic transfer – please arrange payment to:
 BHIB Ltd - Account No 01100742 - Sort Code 56-00-60 quoting your policy number (see above) as the reference
3. Payment by cheque – please make cheques payable to BHIB Ltd and forward to BHIB Ltd, AGM House, 3 Bar

BARCLAYS
 BARCLAYS BANK PLC
 WADEBRIDGE BRANCH

%REGI6VHF+2M&7

20-74-20

03292037

Date 01 05 2020

Pay BHIB Ltd Only
one hundred and eighty £182.80
two pounds 80 pence only
 02/01/2018 %REGI6VHF+2M&7
 FOR AND ON BEHALF OF
 MICHAELSTOW PARISH COUNCIL
Ramon [Signature]

BHIB Leic
 AGM Hous
 Grove Parl

013 0036
 ities.co.uk
 icils.co.uk

7

DM Payroll Services Ltd
7 New Road
Far Forest
Kidderminster, DY14 9TQ
United Kingdom

CHQ193 DMALLEY - £73

Michaelstow Parish Council
Fentonadle Cottage
St Breward
Cornwall
PL30 4PJ
United Kingdom

Invoice

Number: 913
Date: 4th Apr '20
Due By: 2nd May '20
Account: MICH001
Purchase Order:

Qty	Description	Rate	Total
1	Payroll Services for 2020/21	73.00	73.00

Please make cheques payable to DM Payroll Services Ltd

TOTAL: 73.00€

BACS payments to sort code 40-26-08 Account number 61795724
Use your invoice number as the reference

Payments to be made within 30 days

BARCLAYS
BARCLAYS BANK PLC
WADEBRIDGE BRANCH

RJAQDXL&BC2G66

20-74-20
03292037
Date 01 05 20

Pay DM Payroll Services Ltd Only

Seventy three pounds only £73

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL
Simon Birchall

02/01/2018 RJAQDXL&BC2G66

Cheque No. Sort Code Account No. OFFICIAL OFFICIAL

⑈ 100193⑈ 20074201: 03292037⑈ 02

CHQ202 & 203
Treveighan Chapel
And Mary Watkinson.



LF8VAQ+A9<2C>4

10

20-74-20

03292037

Date 06.08.2020

Although not specified at the meeting, these payments were Made by the council under S137 power which Allows spending up to £750 in this parish per annum

Commis 9508 06/17	Pay	Treveighan Methodist Chapel	Only
		Two hundred and twenty pounds only	
	Account/Payee		
	02/01/2018	LF8VAQ+A9<2C>4	

£220

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL

Mary Watkinson

OFFICIAL OFFICIAL

4.08.2020

Mary Watkinson

Cheque No. Sort Code Account No.

10020211 2074201 0329203702

Mrs Mary Watkinson

Although the Parish Council have not been meeting much this year, they have voted to donate the usual amount for hire of the hall and the care of the caretaker, as public buildings need support even in a time of pandemic.

Please will you confirm receipt of the following payments by signing below and returning the letter to The clerk?

- 04.08.2020 payment made for caretaking Treveighan Chapel for the Parish Council £60
- 04.08.2020 payment made for meeting hire of Treveighan Chapel for the year £220

Yours sincerely

Simon Mitchell

Simon Mitchell on behalf of Michaelstow Parish Council.
Parish Clerk for Michaelstow

I agree that cheques signed Mary Watki dated



RJAQDXL&BC2G27

20-74-20

03292037

Date 06.08.2020

Commis 9508 06/17	Pay	Mary Watkinson	Only
		Fifty pounds only	
	Account/Payee		
	02/01/2018	RJAQDXL&BC2G27	

£60

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL

Simon Mitchell

OFFICIAL OFFICIAL

Cheque No. Sort Code

Account No.

10020311 2074201 0329203702

CHQ 194 ICO-£40

ICO - Application confirmation ICO:00013882206

13

From: Information Commissioner's Office (dataprotectionfee@ico.org.uk)

To: michaelstowparish@gmail.com

Date: Friday, 3 April 2020, 09:08 BST

Order reference: **0849dad10154**
Reference: **A8691117**
Organisation name: **Michaelstow Parish Council**

Dear Simon Mitchell

GDPR/Data Protection Act 2018
Application confirmation - fee payment required

Thank you for your application.

We have attached a copy of the information you gave us when you made your application. Some of this will be published online at ico.org.uk/register. As part of your application you gave us information that we told you we would not publish. This is listed under the heading **'Additional information not published'**. Where details of a Data Protection Officer or Senior Person Responsible are shown, any preferences regarding the publishing of these details will be reflected in the online register.

Please check all of the details carefully. You can tell us about any changes to the details we hold by sending an email to dataprotectionfee@ico.org.uk or by calling our helpline on 0303 123 1113. When you contact us you will need your **reference** and your **security number**, which we have sent to you separately.

You now need to pay your fee of **£40.00 (VAT: nil)**. You can pay in any of these ways:

How to pay

Direct Debit - this is also the best way to make sure you always renew on time. Just complete the attached instruction and either **email** the mandate or **post** it, with a copy of this email, to the address below. **Payments made by direct debit will automatically receive an annual £5 reduction.**

Onl abo'	 BARCLAYS	XNCLG&3TDP2J=6	20-74-20
Che (abc	BARCLAYS BANK PLC WADEBRIDGE BRANCH		03292037
Plee Con	Pay <u>Information Commissioner</u> Only		Date <u>01 05 20</u>
Fur	<u>Forty pounds only</u>		£40 —
Plee res;			FOR AND ON BEHALF OF MICHAELSTOW PARISH COUNCIL <u>Simon Mitchell</u>
You	02/01/2018	XNCLG&3TDP2J=6	
	Cheque No.	Sort Code	Account No.

INVOICE

99

9

DATE July

FROM ST SANDERS
14, HIGH ST CAMERFORD PL32 8
 TO MICHAELSTOW PARISH
COUNCIL

5-7	3 1/2	
6-7	4	
7-7	3 3/4	
20-7	4 1/2	
31-7	4 3/4	
-0"- Hours x 714		\$ 287 -
TOTAL		\$ 287 -

J. Sanders

VAT

20-74-20
 03292037
 Date 05.08.2020

973&4ATY4G26>2

BARCLAYS
 BARCLAYS BANK PLC
 WADEBRIDGE BRANCH

Pay ST Sanders
Two hundred and eighty
seven pounds only £287 -

02/01/2018 973&4ATY4G26>2

FOR AND ON BEHALF OF
 MICHAELSTOW PARISH COUNCIL

Pravin M. Mandy

Cheque No. _____ Sort Code _____
 Account No. _____ OFFICIAL OFFICIAL

⑈ 100200⑈ 20⑈ 74 20⑈ 03292037⑈ 02



BARCLAYS BANK PLC
WADEBRIDGE BRANCH

%REG16VHF+2MF9

20-74-20

03292037

Date 08.12.20

Pay *SJ Sanders*

Two hundred and ten

Sanders only

Account Page

Only

£ 210

FOR AND ON BEHALF OF
MICHAELSTOW PARISH COUNCIL
Simon Williams

02/01/2018 %REG16VHF+2MF9

Cheque No. Sort Code Account No. OFFICIAL OFFICIAL

100205 20 74 20 03292037 02

35

SEP 2020

SJ SANDERS
14, HIGH ST CAMELFORD R329PQ
MICHAELSTOW PARISH
COUNCIL

<i>22-9</i>	<i>2 3/4</i>
<i>25-9</i>	<i>2 3/4</i>
<i>26-9</i>	<i>3 1/2</i>
<i>29-9</i>	<i>6</i>

TOTAL 15 x 14 = 210

14

SJ Sanders

CHQ205 - MR SANDERS MAINTENANCE - £210

