Submit to HMRC On VAT Archive Completion

Date 04/05/2022 **Saltney Town Council 2021/2022** Page 1

Time 11:40 End Date of Assessment 31/03/2022

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
16/06/2021	311457629	Office Rent	Saltney Town Council	240.00
25/06/2021	155244616	Payroll admin	Saltney Town Council	11.00
06/07/2021	155244616	Payroll- feb-may	Saltney Town Council	44.00
06/07/2021	155244616	Annual Fee	Saltney Town Council	643.65
06/07/2021	651 9366	Christmas Lights	Saltney Town Council	1,641.31
06/07/2021	920 9508 27	Maintenance software update	Saltney Town Council	24.80
12/07/2021	920 9508 27	End of year 20/21	Saltney Town Council	112.00
12/07/2021	732 5812 41	Internet- invoice 142189/66114	Saltney Town Council	34.60
12/07/2021	732 5812 41	Telecoms- Invoice 139067	Saltney Town Council	20.58
12/07/2021	732 5812 41	Internet/Telecoms 140578/65971	Saltney Town Council	34.60
12/07/2021	732 5812 41	Telecoms- 65828	Saltney Town Council	14.02
15/07/2021	771 7444 12	Internal Audit Fees 20/21	Saltney Town Council	140.70
26/07/2021	732 5812 41	Business Development	Saltney Town Council	20.58
26/07/2021	155244616	Payroll-July	Saltney Town Council	11.00
26/07/2021	891 7527 83	Joint Conference-JS	Saltney Town Council	9.00
26/07/2021	891 7527 83	Joint Conference- VG CE BP TB	Saltney Town Council	36.00
26/07/2021	891 7527 83	Annual Membership	Saltney Town Council	32.83
26/07/2021	785 3757 77	Bienniel Fee 05/21-04/23	Saltney Town Council	13.00
26/07/2021	785 3757 77	Website Changes-inv 12915	Saltney Town Council	21.00
26/07/2021	785 3757 77	Website Upgrade-INV 13111	Saltney Town Council	175.00
26/07/2021	785 3757 77	Website Hosting inv 12647	Saltney Town Council	60.00
02/08/2021	732 5812 41	Telecoms	Saltney Town Council	14.02
04/08/2021	311 457 629	Office Rent- July	Saltney Town Council	60.00
16/08/2021	732 5812 41	Business Development	Saltney Town Council	69.49
25/08/2021	732 5812 41	Business Development	Saltney Town Council	21.15
25/08/2021	155244616	Payroll	Saltney Town Council	11.00
01/09/2021	732 5812 41	Telecoms	Saltney Town Council	14.02
10/09/2021	311 457 629	Office Rent	Saltney Town Council	60.00
10/09/2021	311 457 629	Office Rent - Sept	Saltney Town Council	60.00
23/09/2021	651 9366	Christmas Light- final payment	Saltney Town Council	786.92
27/09/2021	732 5812 41	Business Development	Saltney Town Council	21.45
27/09/2021	155244616	Payroll- Oct	Saltney Town Council	11.00
01/10/2021	732 5812 41	Telecoms	Saltney Town Council	14.02
08/10/2021	311 457 629	Office Rent	Saltney Town Council	60.00
15/10/2021	211502667	Defibrillator x 2	Saltney Town Council	565.60
25/10/2021	732 5812 41	Internet Provision	Saltney Town Council	21.45
25/10/2021	155244616	Payroll Fee	Saltney Town Council	11.00

Balance Carried Forward Page 1 **5,140.79**

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
29/10/2021	891 7527 83	Training VG/TB/CE	Saltney Town Council	27.00
01/11/2021	732 5812 41	Telecoms	Saltney Town Council	14.02
01/11/2021	311 457 629	Office Rent	Saltney Town Council	60.00
11/11/2021	785 3757 77	Annual Fee	Saltney Town Council	102.00
25/11/2021	732 5812 41	Internet Provision	Saltney Town Council	21.45
25/11/2021	155244616	Payroll	Saltney Town Council	11.22
01/12/2021	732 5812 41	Telecoms	Saltney Town Council	14.02
01/12/2021	311 457 629	Office Rent	Saltney Town Council	60.00
06/12/2021	798 6509 58	Saltney Ferry- Rent	Saltney Town Council	45.62
22/12/2021	771 7444 12	Data Protection Compliance Aud	Saltney Town Council	80.56
29/12/2021	732 5812 41	Internet Provision	Saltney Town Council	21.45
29/12/2021	155244616	Payroll fee	Saltney Town Council	11.22
04/01/2022	732 5812 41	Telecoms	Saltney Town Council	14.02
04/01/2022	311 457 629	Office Rent	Saltney Town Council	60.00
25/01/2022	732 5812 41	Internet Provision	Saltney Town Council	21.45
25/01/2022	155244616	Payroll Fee	Saltney Town Council	11.22
01/02/2022	732 5812 41	Telecoms	Saltney Town Council	14.02
01/02/2022	311 457 629	Office Rent	Saltney Town Council	60.00
04/02/2022	891 7527 83	Practitioners Conf TB/VG/KS	Saltney Town Council	45.00
04/02/2022	891 7527 83	Training Ris Mgt TB/VG/CE	Saltney Town Council	18.00
25/02/2022	732 5812 41	Business Development	Saltney Town Council	22.25
25/02/2022	155244616	Payroll Fee	Saltney Town Council	11.22
01/03/2022	732 5812 41	Telecoms	Saltney Town Council	14.02
01/03/2022	920 9508 27	Annual Fee	Saltney Town Council	24.80
01/03/2022	311 457 629	Office Rent	Saltney Town Council	60.00
25/03/2022	155244616	Payroll	Saltney Town Council	11.22
26/03/2022	732 5812 41	Business Development	Saltney Town Council	22.25
			Total VAT Detail from Cashbook	**6,018.82**

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I .....
(Full name in BLOCK LETTERS)

am claiming a refund of six thousand and eighteen pounds and 82 pence **£ 6,018.82**
(Pounds in words pence in figures)

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature .....Date
(Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.