

## Detailed Report: Detailed PDF Report sample (26 Apr 2022 - 13 Oct 2022)

## Summary

Ex VAT: £730.42 VAT: £19.65 Inc VAT: £750.07

Categories	Ex VAT	VAT	Inc VAT
Client Entertaining	£82.30	£0.00	£82.30
Consultations	£50.00	£0.00	£50.00
Equipment (406)	£300.00	£0.00	£300.00
Fuel (401)	£98.24	£19.65	£117.89
IT Software and Consumables (463)	£62.00	£0.00	£62.00
Meals (410)	£1.50	£0.00	£1.50
Mileage (404)	£128.38	£0.00	£128.38
Printing and Stationery (461)	£8.00	£0.00	£8.00
Departments	Ex VAT	VAT	Inc VAT
Collections	£50.00	£0.00	£50.00
Community	£176.36	£19.65	£196.01
Complaints	£194.56	£0.00	£194.56
No Department	£8.00	£0.00	£8.00
Service Support	£301.50	£0.00	£301.50
Projects	Ex VAT	VAT	Inc VAT
No Project	£211.74	£19.65	£231.39
Project 1	£260.68	£0.00	£260.68
Project 2	£258.00	£0.00	£258.00

Users	Ex VAT	VAT	Inc VAT
Alan Osmond (432)	£176.36	£19.65	£196.01
Andrew Boyd (431)	£50.00	£0.00	£50.00
Becca Johnson (460)	£194.56	£0.00	£194.56
Claire Knight (401)	£250.00	£0.00	£250.00
Ellie Grey (410)	£1.50	£0.00	£1.50
Mark Adams (406)	£50.00	£0.00	£50.00
Martin Stovold (431)	£8.00	£0.00	£8.00

## **Expense Details**

Expense No F663173 Approved Date 13 October 2022 Approved Date 13 October 2022 Approved Date 13 October 2022 Approved By Lewi Gill  Ex VAT  VAT  17 Jun 2022 - Fuel  Expense No 8092513 Approved Date 13 October 2022 Approved Date 13 October 2022  Ex VAT  VAT  17 Jun 2022 - Fuel  Expense No 8092513 Approved Date 13 October 2022 Approved By Lewi Gill  Ex VAT  VAT  O1 Oct 2022 - October Implementation  Expense No 8782494  Approved By BA14 9AZ - SN14 0XX (24.8 miles @ 13 October 2022 Approved Date 13 October 2022 Approved By Lewi Gill  Department Community  Receipt Attached Yes  Approved By Lewi Gill  Department Community  Policy Issues A copy of your Business Insurance must be uploaded. A copy of your Driving Licence must be uploaded. No October 1 ax must be uploaded. Receipt Attached No  Receipt Attached No  Expense No Robert 2022 Approved By Lewi Gill  Department Community  Policy Issues A copy of your Business Insurance must be uploaded. A copy of your Driving Licence must be uploaded. Receipt Attached No		nd (432) Ex VAT VA	AT Inc VAT	
Approved Date 13 October 2022  Approved Date 13 October 2022  Department Community  Policy Issues A receipt Attached No  Alan Osmond (432)  Expense No Submitted Date 13 October 2022  Approved By Expense No Submitted Date 13 October 2022  Approved By Ewi Gill  Expense No Submitted Date 13 October 2022  Approved By Ewi Gill  Category IT Software and Submitted Date 13 October 2022  Approved By Ewi Gill  Category Ewi Gill  Expense No Submitted Date 13 October 2022  Approved By Ewi Gill  Category Fuel (401)  Expense No Submitted Date 13 October 2022  Approved By Ewi Gill  Category Fuel (401)  Expense No Submitted Date 13 October 2022  Approved By Ewi Gill  Category Fuel (401)  Expense No Submitted Date 13 October 2022  Approved By Ex VAT	d Keyboard	22 - Mouse and Keyboard £62.00 £0.0	0 £62.00	
Department Community Policy Issues A receipt Attached No  Alan Osmond (432)  Expense No 8092513  Approved Date 13 October 2022  Approved By Lewi Gill  Department Community  Receipt Attached Yes  Alan Osmond (432)  Ex VAT  VAT  Submitted Dat 13 October 2022  Approved By Lewi Gill  Ex VAT  VAT  Category Fuel (401)  Ex VAT  VAT  Submitted Dat 13 October 2022  Approved By Lewi Gill  Ex VAT  VAT  O1 Oct 2022 - October Implementation  Expense No 8782494  BA14 9AZ - SN14 0XX (24.8 miles @ 13 October 2022  Approved By Lewi Gill  Department Community Receipt Attached Ves  Approved By Lewi Gill  Category Mileage (404)  Project Project 1  Department Community Policy Issues A copy of your Business Insurance must be uploaded., A copy of your Driving Licence must be uploaded. MCC Certificate must be uploaded. Receipt Attached Receipt Attached				
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Receipt Attached No  Alan Osmond (432)  Ex VAT  17 Jun 2022 - Fuel  Expense No 8092513  Merchant Shell 13 October 2022  Approved Date 13 October 2022  Approved By Community  Receipt Attached Yes  Alan Osmond (432)  Ex VAT  VAT  O1 Oct 2022 - October Implementation  Expense No 8782494  Approved By BA14 9AZ - SN14 0XX (24.8 miles @ 13 October 2022  Approved By Category Mileage (404)  Project Proje				
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Department Community  Receipt Attached Yes  Alan Osmond (432)  Ex VAT  O1 Oct 2022 - October Implementation  Expense No 8782494  BA14 9AZ - SN14 0XX (24.8 miles @ 13 October 2022 Approved By Lewi Gill  Department Community  Policy Issues A copy of your Business Insurance must be uploaded., A copy of your Driving Licence must be uploaded. MOT Certificate must be uploaded. Receipt Attached				
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Department Community  Policy Issues A copy of your Business Insurance must be uploaded., A copy of your Driving Licence must be uploaded. MOT Certificate must be uploaded., A copy of your Vehicle Tax must be uploaded.  Receipt Attached		I By Category Project		
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·		our Business Insurance must be uploaded., A copy of your Driving Licence must be uplo	aded., A copy of your	
Andrew Boyd (431) Ex VAT VAT		yd (431) Ex VAT VA	AT Inc VAT	
19 Aug 2022 - Test £50.00 £0.00		22 - Test £50.00 £0.0	0 £50.00	

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**Expense No** 

8326853

**Approved Date** 

13 October 2022

**Project** Project 1

**Policy Issues** 

A receipt is required for this expense

**Receipt Attached** 

Merchant

Test

**Approved By** 

Lewi Gill

Department Collections

**Submitted Date** 

19 August 2022

Category

Equipment (406)

Becca Johnson (460)

13 Oct 2022 - Client Dinner

Merchant

Lewi Gill

Harpe and Crown

**Approved By** 

Department

Complaints

£82.30

Ex VAT

£112.26

Ex VAT

£0.00

**Submitted Date** 

13 October 2022

**Client Entertaining** 

Category

VAT

Inc VAT £82.30

Inc VAT

£112.26

**Expense No** 

8782512

**Approved Date** 13 October 2022

**Project** 

Project 1 **Attendees** 

ExpenseIn

**Policy Issues** A receipt is required for this expense

**Receipt Attached** 

No

Becca Johnson (460) 13 Oct 2022 - Pick up Client from Airport

**-**

Journey

SN14 0XX - TW6 2GW (172.7 miles @0.65)

**Submitted Date** 

13 October 2022

**Approved Date** 13 October 2022

VAT

£0.00

**Approved By** Lewi Gill

**Expense No** 

8782532

**Category** Mileage (404) **Project** Project 1

Department Complaints

**Policy Issues** 

Your Business Insurance has expired., Your MOT Certificate has expired., Your Vehicle Tax has not yet been approved.

**Receipt Attached** 

No

Claire Knight (401) Ex VAT VAT Inc VAT 13 Oct 2022 - Camera £250.00 £0.00 £250.00

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**Expense No** 8782559

**Approved Date** 13 October 2022

Project Project 2

**Notes** 

No credit card was available

**Policy Issues** 

A receipt is required for this expense

**Receipt Attached** 

No

**Merchant** Curry's

**Approved By** 

Lewi Gill

Department Service Support **Submitted Date** 

13 October 2022

Category

Equipment (406)

Ellie Grey (410) Ex VAT VAT Inc VAT

21 Apr 2022 - Dinner

Merchant Tesco

**Approved By** 

Lewi Gill, Mark Adams

**Submitted Date** 

£0.00

26 April 2022

Category Meals (410)

£1.50

Department

**Expense No** 

7415857

Service Support

**Approved Date** 

04 October 2022

**Policy Issues** 

A receipt is required for this expense

**Receipt Attached** 

Ex VAT Mark Adams (406) VAT Inc VAT

10 May 2022 - Consulting Costs

**(**-)

Time

£50.00

£0.00

£50.00

£1.50

**Expense No** 

7563992

**Approved Date** 

13 October 2022

Department

Service Support

**Receipt Attached** No

1 day @ £50.00

**Approved By** 

Lewi Gill

**Submitted Date** 

13 October 2022

Category Consultations

Martin Stovold (431) Ex VAT VAT Inc VAT

21 Apr 2022 - Crayons

£8.00

£0.00

£8.00

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**Expense No** 7412219

**Approved Date** 13 October 2022

**Project** Project 2

**Policy Issues** 

A receipt is required for this expense

Receipt Attached

No

**Merchant** Rymans

**Approved By** Lewi Gill **Submitted Date** 13 October 2022

Category

Printing and Stationery (461)

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