

Appendix 2 (a)

Working Example of Template Prompt Payments by Local Authorities

Reporting Template pursuant to Government Decision No. S29296 of 2 March 2011

Local Authority: L5

Quarterly Period Covered: 01/07/2013 to 30/09/2013

| Details | Number | Value (€) | Percentage (%) of total invoices paid | Percentage (%) of the total amount paid |
|--|---------------|--------------------|--|--|
| Total invoices paid in Quarter | 73 | €458,212.06 | 100% | 100% |
| Number of invoices paid within 15 days | 71 | €457,997.56 | 97.26% | 100.0% |
| Number of invoices paid within 16 days to 30 days | 0 | €0.00 | 0.00% | 0.0% |
| Number of invoices paid in excess of 30 days | 2 | €14.50 | 2.74% | 0.0% |
| Total | 73 | €458,212.06 | 100% | 100% |
| Number of disputed invoices paid in Quarter | 0 | €0.00 | 0.0% | 0.0% |

Signed:

Frances Matthews

Date:

03/10/2013

Please return completed template to:

Emma Reeves

Diarmuid Murphy

LizM.O'Brien

Local Government Finance

Promptpaymentlocalauthorities@environ.ie

Custom House,

Dublin 1

Queries can be directed to Aoife O'Shea Corporate Development Unit, Custom House, 01 888 2425, aoife.oshea@environ.ie

Disputed Invoices

To be completed where there is a dispute on an invoice:

October - December 2011 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Received in Section</u> | <u>Goods/Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|----------------------------|-----------------------|------------------------------|---|----------------------------|
| 6718 | €9,334.25 | 18/11/2012 | Playground Equipment | Charged for parts not needed | Credit note was issued, invoice then paid | 09/12/2011 |
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Disputed Invoices

To be completed where there is a dispute on an invoice:

January - March 2012 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods/Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--------------------------------------|---------------------------|---------------------|----------------------------|
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Disputed Invoices

To be completed where there is a dispute on an invoice:

April - June 2012 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods/Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--------------------------------------|------------------------------------|--|----------------------------|
| 934 | €90.00 | 15/04/2012 | Electrical Services | IT Problem setting up RCT contract | Contacted IT Section for assistance and they helped to set up new contract | 14/05/2012 |
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Disputed Invoices

To be completed where there is a dispute on an invoice:

July - September 2012 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods/Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--------------------------------------|---------------------------|---------------------|----------------------------|
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Disputed Invoices

To be completed where there is a dispute on an invoice:

October - December 2012 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods/Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--------------------------------------|---------------------------|---------------------|----------------------------|
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Disputed Invoices

To be completed where there is a dispute on an invoice:

January - March 2013 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods / Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--|---|-------------------------------------|----------------------------|
| IN/001 | €150.00 | 25.02.2013 | Members Conferen | Awaiting confirmation of which councillors attended | Confirmation received, invoice paid | 26.03.2013 |
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Disputed Invoices

To be completed where there is a dispute on an invoice:

April - June 2013 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods / Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--|---------------------------|---------------------|----------------------------|
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Disputed Invoices

To be completed where there is a dispute on an invoice:

July - September 2013 Return

| <u>Invoice Number</u> | <u>Invoice Amount</u> | <u>Date Received in Section</u> | <u>Description of Goods / Services</u> | <u>Reason for Dispute</u> | <u>Action Taken</u> | <u>Date issue resolved</u> |
|-----------------------|-----------------------|---------------------------------|--|--|---------------------|----------------------------|
| n/a | €184.50 | 22/08/2012 | Legal Fees | Old Cheque which was to be cancelled but had been on for payment | Cheque Cancelled | 23/07/2013 |

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|-----|--------|------------|------------|--|------------------|------------|
| n/a | €30.00 | 22/08/2012 | Legal Fees | Old Cheque which was to be cancelled but had been on for payment | Cheque Cancelled | 23/07/2013 |
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