

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: 01/10/2013 to 31/12/2013

Details	Number	Value (€)	Percentage (%) of total invoices paid	Percentage (%) of the total amount paid
Total invoices paid in Quarter	81	€329,911.81	100%	100%
Number of invoices paid within 15 days	80	€329,661.81	98.77%	99.9%
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	1	€250.00	1.23%	0.1%
Total	81	€329,911.81	100%	100%
Number of disputed invoices paid in Quarter	0	€0.00	0.0%	0.0%

Signed:

Frances Matthews

Date:

8th January, 2014.

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>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>
6718	€9,334.25	18/11/2012	Playground Equipment	Charged for parts not needed	Credit note was issued, invoice then paid	09/12/2011

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>

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

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>

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>

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 Conference	Awaiting confirmation of which councillors attended	Confirmation received, invoice paid	26.03.2013

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>

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
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

Disputed Invoices

To be completed where there is a dispute on an invoice:
October - December 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>
-	€250.00	n/a	Grant	Cancelled Cheque	Cancelled Cheque	10/12/2013