

Treasury Management/Link Asset Services

Dealing Ticket New Investment - Call/Notice Account

PAYMENT.

Deal No: [REDACTED]
 Entered By: [REDACTED]

Deal Details	
CP	Saracens Ltd ✓
Principal	505,722.49 ✓
Deal Start Date	21/05/2019 ✓
Deal Maturity Date	Notice Account

Interest Details	
No of Days	Notice Account
Current Interest Rate	6.00000000
Interest Due	Notice Account
Total Due	Notice Account

I confirm that this suggested dealing ticket is within counterparty approval credit limits/ratings and is in accordance with current TMS Policy
 I agree the above and hereby authorise the investment/return of the monies as appropriate and as detailed within today's cashflow requirement

Date Signature [REDACTED] Date 21 MAY 2019

Bank Address SARACENS [REDACTED]
 Sort Code [REDACTED] ✓
 Account Code [REDACTED] ✓
 Total O/S 680,572.93 [REDACTED]
 Broker Direct Dealing

Ratings	

Input Checklist	
NatWest Input Time	[REDACTED]
Signature	[REDACTED]
Counterparty Confirmation received	[REDACTED]
Broker Confirmation received	N/A

Journal Details	
Posted By	[REDACTED]
Posted Date	<u>21.5.19</u>
Journal Ref	[REDACTED]

Banking Authorisor Checklist	
Payment details checked and approved by:	
Print Name 1st	[REDACTED]
Print Name 2nd	[REDACTED]
Signature 1st	[REDACTED]
Signature 2nd	[REDACTED]
Date	<u>21/5/19</u>

Treasury Management Urgent Payment Request

TO: TREASURY MANAGEMENT TEAM
(TREASURY.MANAGEMENT@BARNET.GOV.UK)
FROM:
SUBJECT: EMERGENCY / URGENT PAYMENT REQUEST
DATE: 18 April 2019

All council payments should be processed via Accounts Payable. If a payment is urgent please contact Accounts Payable to discuss the BACS payment timetable. The availability of same day payment via Treasury (**described herein as a Treasury Payment**) is not a substitute for Accounts Payable. Most requests for Treasury Payment will be rejected unless the payment could not have been foreseen and absolutely must be paid today. All payments must be authorised by the budget holder and be within their approval limits as recorded in Integra. Please contact Treasury [REDACTED] before completing this form as in most cases the payment will not meet the conditions for a Treasury payment.

There will be a Recharge of £25 for Treasury payments.

All the fields below should be completed when requesting a payment. Please return the completed template to the Treasury Team by 10am on the day on which funds need to be cleared. Any late forms accepted will be processed on the next working day.

Treasury payments can only be made if all the details below are completed.


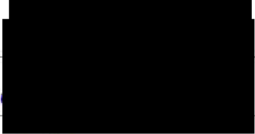
Request

Please arrange for a (CHAPS/Faster Payment) from the LBB Payments Account:

Payee Details -	Saracens Cophall LLP	Integra ref -	Saracens 3 rd drawdown
Amount -	£505,722.49		
Bank Name -	[REDACTED]	Sort code -	[REDACTED]
Account No -	[REDACTED]	Payment date -	20 May 2019
Integra Code (for payment) -			
Cost Centre-	[REDACTED]	General Ledger Code -	[REDACTED]
Integra Code (for £25 charge) -			
Cost Centre-	n/a - waived	General Ledger Code -	

The reason why the payment is not being made via Accounts Payable and could not have been foreseen –

Payment is loan advance with payment due on agreed date.

Approved by signatory	(1) 	(2) 
Name of signatory	<i>S. McDonald</i>	<i>C. Shaw</i>
Date	<i>21-05-19</i>	<i>21.5.19</i>

At least one of the signatories must be the budget holder as recorded on Integra and the value of the payment must be within their approved authorisation limit as per the Scheme of Financial Delegation / Authorisation. Chief Officers may approve payments on any cost centre provided the value is within their approved authorisation limit.

This form together with supporting documents, including payee bank details, must be provided to the Treasury team in original form.

Please attach evidence of the liability e.g. invoice and payee bank account details if not stated on the invoice.

[REDACTED]

From: [REDACTED]
Sent: 22 May 2019 15:12
To: [REDACTED]
Subject: RE: Saracens CHAPs

Hi [REDACTED]

Please confirm you have received the document?

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 21 May 2019 15:07
To: [REDACTED]@Barnet.gov.uk>
Subject: RE: Saracens CHAPs


Hi [REDACTED]

Thanks a lot

Kind regards

[REDACTED]

[REDACTED]
Management Accountant,
Treasury Management,
London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP
Tel: [REDACTED]
Barnet Online: www.barnet.gov.uk

 please consider the environment - do you really need to print this email?

From: [REDACTED]
Sent: 21 May 2019 15:03
To: [REDACTED]@barnet.gov.uk>
Subject: Saracens CHAPs

Hi [REDACTED]

The new signed version is in internal post for you and I have attached the scanned version.

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 21 May 2019 14:47

To: [REDACTED]@Barnet.gov.uk>
Subject: Ricoh Scan-to-Me

Payments AC

Cashflow ✓

Payments sheet

Treasury Management Urgent Payment Request

TO: TREASURY MANAGEMENT TEAM
(TREASURY.MANAGEMENT@BARNET.GOV.UK)
FROM:
SUBJECT: EMERGENCY / URGENT PAYMENT REQUEST
DATE: 18 April 2019

All council payments should be processed via Accounts Payable. If a payment is urgent please contact Accounts Payable to discuss the BACS payment timetable. The availability of same day payment via Treasury (**described herein as a Treasury Payment**) is not a substitute for Accounts Payable. Most requests for Treasury Payment will be rejected unless the payment could not have been foreseen and absolutely must be paid today. All payments must be authorised by the budget holder and be within their approval limits as recorded in Integra. Please contact Treasury [REDACTED] before completing this form as in most cases the payment will not meet the conditions for a Treasury payment.

There will be a Recharge of £25 for Treasury payments.

All the fields below should be completed when requesting a payment. Please return the completed template to the Treasury Team by 10am on the day on which funds need to be cleared. Any late forms accepted will be processed on the next working day.

Treasury payments can only be made if all the details below are completed.

Request

Please arrange for a (CHAPS/Faster Payment) from the LBB Payments Account:

Payee Details -	Saracens Cophall LLP	Integra ref -	Saracens 3 rd drawdown
Amount -	£505,722.49		
Bank Name -	[REDACTED]	Sort code -	[REDACTED]
Account No -	[REDACTED]	Payment date -	28 May 2019 21 ⁵⁵ TP
Integra Code (for payment) -			
Cost Centre-	[REDACTED]	General Ledger Code -	[REDACTED]
Integra Code (for £25 charge) -			
Cost Centre-	n/a - waived	General Ledger Code -	

The reason why the payment is not being made via Accounts Payable and could not have been foreseen --

Payment is loan advance with payment due on agreed date.

Approved by signatory	(1) [REDACTED]	(2) [REDACTED]
Name of signatory	S. McDonald	C. SHAW
Date	20-05-19	20.5.19

At least one of the signatories must be the budget holder as recorded on Integra and the value of the payment must be within their approved authorisation limit as per the Scheme of Financial Delegation / Authorisation. Chief Officers may approve payments on any cost centre provided the value is within their approved authorisation limit.

This form together with supporting documents, including payee bank details, must be provided to the Treasury team in original form.

Please attach evidence of the liability e.g. invoice and payee bank account details if not stated on the invoice.

Original payment sheet thrown away in error by [REDACTED]
So new payment sheet signed

5.3 LB Barnet – Treasury Payment Checklist

The checklist below will be used for all payments with the exception of:

- Treasury investment dealing tickets
- Inter-account transfers
- Capita payroll deductions

Section 1 – to be completed by the dealer / person setting up the payment in Bankline

Proposed payment

Value (£)	£ 505,722.49
Payee	Saracens Copthall LLP
Date	21.5.2019
Initiated by (1)	George Bruce
Authorised by (2)	Stephen McDonald & Cath Shaw

Section 2 – to be completed by the person authorising the payment

Checks	Completed – initials (authoriser)
Form signed by two authorised signatories	[Redacted]
The reason for urgency has been completed, is supported by evidence and is reasonable.	[Redacted]
Original documentation in respect of recipient details and bank details	Awaiting Internal Post
Treasury call recipient to confirm expectation of payment and bank details (not required for overseas payments and levy payments where the bank details are held on Integra (London Councils, North London Waste Authority, MHCLG, Greater London Authority, Lee Valley Regional Park Authority.))	George Bruce has already confirmed
Property transactions (i.e. CPO and / or compensation for CPO) need to be confirmed by legal dept i.e. HB Public Law.	N/A
Person authorising payment is shown on Integra as authorised to approve expenditure for that cost centre or is a chief officer.	[Redacted]
The payment has been added to the treasury payment spreadsheet.	[Redacted]

Completed by:

Name	[Redacted]
Signature	[Redacted]

5.5 Bankline Release Checklist

LB Barnet – Bankline Checklist for Payment Approval

To be completed by Treasury

Proposed payment

Value (£)	£505,722.49
Payee	Saracens Copthall LLP
Date	21.5.2019
Initiated by (1)	George Bruce
Authorised by (2)	Stephen McDonald & Cath Shaw

To be completed by each Releaser

Each releaser must initial all the boxes below.

Checks	Releaser 1	Releaser 2
All details have been checked on Bankline and agree with the payment request form.		
The Treasury checklist has been completed and signed as required.		
Two authorised signatories on payment request form.		
Evidence is provided that the persons authorising the payment have authority.		
Original documentation in respect of recipient bank details or on separate approved listing.		

Completed by:

Name		Name	
Signature		Signature	
Date		Date	

[REDACTED]

From: Bruce, George
Sent: 21 May 2019 06:36
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Saracens Copthall LLP - Drawdown 3
Attachments: Saracens Copthall_Stephen 20.5.19.pdf; Drawdown 3 - 15 May 2019.pdf

Hello [REDACTED]

As this is a known payment to Treasury, I am going to relax the rules and pay on the scanned copy. Can you confirm with [REDACTED] that she has the original signed version.

Thanks

George

George Bruce
Head of Treasury
London Borough of Barnet - Finance

2 Bristol Avenue, Colindale, NW9 4EW

Tel: 0208 359 [REDACTED]

Email:

Barnet Online: www.barnet.gov.uk

From: McDonald, Stephen
Sent: 20 May 2019 17:50
To: Bruce, George <George.Bruce@Barnet.gov.uk>
Subject: FW: Saracens Copthall LLP - Drawdown 3

George
As requested

Stephen McDonald
Director of Growth
London Borough of Barnet
Email: stephen.mcdonald@barnet.gov.uk
Tel: [REDACTED]
Barnet Online: www.barnet.gov.uk

From: [REDACTED]
Sent: 20 May 2019 16:33
To: McDonald, Stephen <Stephen.McDonald@Barnet.gov.uk>
Subject: RE: Saracens Copthall LLP - Drawdown 3

Hi Stephen

Signed version attached.

Kind regards

[REDACTED]

From: McDonald, Stephen
Sent: 20 May 2019 13:19
To: [REDACTED]@Barnet.gov.uk>
Subject: FW: Saracens Copthall LLP - Drawdown 3

[REDACTED]
Can you print out P2 for me and Cath to sign please

Stephen McDonald
Director of Growth
London Borough of Barnet
Email: stephen.mcdonald@barnet.gov.uk
Tel: [REDACTED]
Barnet Online: www.barnet.gov.uk

From: Bruce, George
Sent: 20 May 2019 12:32
To: McDonald, Stephen <Stephen.McDonald@Barnet.gov.uk>
Cc: Darr, Anisa <Anisa.Darr@barnet.gov.uk> [REDACTED]
Subject: RE: Saracens Copthall LLP - Drawdown 3

Dear Stephen,

I attach the treasury payment request form. I will be grateful if you will sign on page 2. If you can arrange for a second chief officer signature that will be helpful. We can then arrange transfer across to Colindale.

Kind regards

George

From: McDonald, Stephen
Sent: 20 May 2019 11:55
To: Bruce, George <George.Bruce@Barnet.gov.uk>
Subject: RE: Saracens Copthall LLP - Drawdown 3

[REDACTED]

Stephen McDonald
Director of Growth
London Borough of Barnet
Email: stephen.mcdonald@barnet.gov.uk
Tel: [REDACTED]
Barnet Online: www.barnet.gov.uk

From: Bruce, George
Sent: 17 May 2019 12:09
To: Smith, Chris <Chris.Smith@Barnet.gov.uk>
Cc: McDonald, Stephen <Stephen.McDonald@Barnet.gov.uk>
Subject: RE: Saracens Copthall LLP - Drawdown 3

Hello Chris,

I will draft the Treasury payment request form and it will require Stephen plus one chief officer to sign.

Kind regards

George

From: Smith, Chris
Sent: 17 May 2019 11:50
To: Bruce, George <George.Bruce@Barnet.gov.uk>
Cc: [REDACTED] <[REDACTED]@saracens.net>; McDonald, Stephen (Capita) <Stephen.McDonald@capita.co.uk>; [REDACTED] <[REDACTED]@saracens.net>
Subject: RE: Saracens Cophall LLP - Drawdown 3

Hi George,

I've checked over this and I'm happy to approve release of this drawdown (£505,722.49). Please let me know if you need anything else from me in order to action this.

Chris Smith

Assistant Director - Estates

London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: [REDACTED]

Mob: [REDACTED]

Barnet Online: www.barnet.gov.uk

♻️ please consider the environment - do you really need to print this email?

From: [REDACTED] <[REDACTED]@saracens.net>
Sent: 15 May 2019 16:21
To: Smith, Chris <Chris.Smith@Barnet.gov.uk>
Cc: Bruce, George <George.Bruce@Barnet.gov.uk>; [REDACTED] <[REDACTED]@saracens.net>; McDonald, Stephen (Capita) <Stephen.McDonald@capita.co.uk>
Subject: Saracens Cophall LLP - Drawdown 3

Dear Chris,

Please find attached funding pack for the third drawdown from the Barnet loan facility.

Kind regards,

[REDACTED]
Saracens Ltd, Allianz Park, Greenlands Lane, Hendon, London, NW4 1RL.

T: [REDACTED]
E: [REDACTED] | W www.saracens.com





Drawdown Request

From: Saracens Cophall LLP

To: The Mayor and Burgesses of London Borough of Barnet

Dated: 15 May 2019

Dear Sirs,

We refer to the agreement (the "Loan Facility Agreement") dated 29 January 2019 and made between Saracens Cophall LLP as Borrower and The London Borough of Barnet as Lender. Terms defined in the Facility Agreement shall have the same meaning in this notice.

1. We hereby give you notice that, pursuant to the Facility Agreement, we wish the Lender to make an Advance as follows:

1.1 Amount: £ 505,722.49

1.2 Advance Date: 15 May 2019

2. We confirm that, at the date hereof, the representations set out in Clause 10 (Representations and Warranties) of the Facility Agreement are true and no Event of Default or Potential Event of Default has occurred or might occur.

3. The proceeds of this Advance should be credited to:

Bank Name: [REDACTED]

Bank Account Name: [REDACTED]

Bank Account Numbers: [REDACTED]

Sort Code: [REDACTED]

4. The purpose of this Advance is to apply the amounts claimed towards the costs and expenses referred to in the budgeted costs which include the costs of carrying out the development in accordance with the development plan and clause 2.2.1 of the agreement.



SARACENS

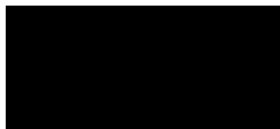
5. In accordance with clause 3.2.1 of the agreement, we confirm:

1. This drawdown relates to Phase 1 of the works
2. That there have been no changes to the development plan of which a further copy is attached.

6. In accordance with clause 3.2.2 of the agreement, we enclose:


- (a) An invoice from Saracens Copthall LLP requesting the advance amount.
- (b) Copies of the invoices from all parties, forming the drawdown request.
- (c) A certificate from the employer's agent confirming that the cost or expenses to be financed or refinanced by the loan is included in the budgeted costs or otherwise agreed in writing with the Lender and has not been the subject of a previous certificate submitted under this agreement.

Yours faithfully



for and on behalf of



Saracens Copthall LLP

Allianz  Park

Saracens limited registered office: Allianz Park, Greenlands Lane,
Hendon, NW4 1RL. Company registration number 3110665

ALLIANZ PARK | GREENLANDS LANE | HENDON | NW4 1RL

Tel 0203 675 7200 | www.saracens.com

 @SARACENS  SARACENSOFFICIAL  @SARACENSOFFICIAL

5.2

**Saracens RFC
West Stand Redevelopment
DRAWDOWN**



Dated 14th May 2019

		SUMMARY				DRAWDOWN SUMMARY				
Capital Costs	Budget	Requested Drawdown	Previous Payment	Net	Remainder	Invoice	Dated	Supplier	Net	Vat
Major Demolition Works	0.2m				0.2m					
Substructure	1.3m				1.3m					
Superstructure	5.8m				5.8m					
Internal Finishes	0.9m				0.9m					
Services	3.6m				3.6m					
Other	0.1m				0.1m					
External Works	2.3m				2.3m					
Prelims, OHP and Contingency	3.3m				3.3m					
Fixtures & Fittings (managed by Contractor)	0.7m				0.7m					
Total capital costs	18.2m				18.2m					
Fixtures & Fittings (managed by Saracens)	1.6m				1.6m					
Fees	1.8m	484,872.27	69,900.00	414,972.27	1.3m				414,972.27	14,570.22
						8137	16/04/2019			
						1400	25/04/2019			
						SING52999	26/04/2019			
						197082	17/04/2019			
						193	18/04/2019			
						00212	16/04/2019			
						91986650	17/04/2019			
						1152401	30/04/2019			
						LN00002019	11/04/2019	CIL	342,371.16	
SL06	0.1m				0.1m					
Saracen Transitions Costs	0.7m				0.7m					
Total Capital and saracens costs	22.4m	484,872.27	69,900.00	414,972.27	21.9m					
Loan transaction fees (1% under clause 2.2.2)	0.2m	139,333.70	75,808.70	63,525.00	0.1m			Barnet London Borough	63,525.00	12,705.00
						1000021511	26/11/2018		63,525.00	12,705.00
Total	21.6m	624,205.97	145,708.70	478,497.27	22.01m				478,497.27	27,225.22
								Drawdown Total Amount (incl. VAT)		505,722.49

TOTAL AMOUNT TO BE UTILISED (Excl. VAT) 478,497.27



Saracens Copthall LLP
Allianz Park
Greenlands Lane
Hendon, London
NW4 1RL

6(a)

VAT Reg. No. GB 110 2486 62

London Borough of Barnet
North London Business Park
Oakleigh Road South
N11 1NP

SALES INVOICE
May 15, 2019

Description of Purchase	Number of Items	Unit Price	£ Total
Drawdown 3			
Drawdown 3	1	505,722.49	505,722.49

For BACS: Please make payment to the following account _____
Account Name: _____
Sort Code: _____
Account Number: _____

For Cheques: Please make your cheque payable to Saracens Copthall LLP

NET TOTAL	£505,722.49
20% VAT	£0.00
GROSS TOTAL	£505,722.49

Bankline

CHAPS payment - reference [REDACTED]

Payment details are as follows.

Payment Information

Status: Accepted as at 21/05/2019 at 11:27 Last Updated By: SYSTEM Last Updated: 21/05/2019 at 11:27
Bank Reference: [REDACTED] Authoriser User Id: [REDACTED] Authorised: 21/05/2019 at 11:27
Template Reference: SARACENS LTD Import File Reference: [REDACTED] Imported:

Payment Details

Debit Account: [REDACTED] LONDON BOROUGH OF BA Your Reference: DRAWDOWN NO. 3
Payment Date: 21/05/2019
Payment Amount: GBP 505,722.49
Debit Date: 21/05/2019
Debit Amount: GBP 505,722.49
Payment Method: Urgent Domestic Chaps

Beneficiary Details

Beneficiary Name: SARACENS COPTHALL LLP
Beneficiary Account: [REDACTED]

Note: This information does not represent an advice of payment; it simply shows the current state of the payment instruction.

Bankline

CHAPS payment - reference [REDACTED] (continued)

Payment details are as follows.
Beneficiary Details (continued)

Beneficiary Address:	Allianz Park	Credit Value Date:	21/05/2019
	Greenlands Lane	Credit Amount:	GBP 505,722.49
	Hendon NW4 1RL	Send Currency:	GBP
		SWIFT BIC:	[REDACTED]
Information for Beneficiary:	DRAWDOWN NO, 3	Account Holding	[REDACTED]
	DATED 21ST MAY 2019	Branch:	[REDACTED]

Note: This information does not represent an advice of payment; it simply shows the current state of the payment instruction.

Printed on 21/05/2019 at 11:32 by user [REDACTED]