

Treasury Management Urgent Payment Request

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

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 -	Drawdown 5
Amount -	£516,108.80 ✓		[redacted]
Bank Name -	[redacted]	Sort code -	[redacted] ✓
Account No -	[redacted] ✓	Payment date -	2 nd August 2019
<u>Integra Code (for payment) -</u>		<i>Journal Ref:</i> [redacted]	
Cost Centre-	[redacted]	General Ledger Code -	[redacted] <i>CMS 650</i>
<u>Integra Code (for £25 charge) -</u>			
Cost Centre-	N/A	General Ledger Code -	N/A

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

Customer and Support Group



Commercial in Confidence

2/8/2019

Payment is loan in advance with payment due on agreed date

Approved by signatory	(1) [REDACTED]	(2) [REDACTED]
Name of signatory	JOHN HOOTON .	CATH SHAW
Date	1.8.2019	1.8.2019

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.



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

VAT Reg. No. GB 110 2486 62

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

SALES INVOICE

July 25, 2019

Description of Purchase	Number of Items	Unit Price	£ Total
Drawdown 5			
Drawdown 5	1	516,108.80	516,108.80

For BACS: Please make payment to the following account

Account Name: Saracens Copthall LLP

Sort Code

Account N



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

NET TOTAL	£516,108.80
20% VAT	£0.00
GROSS TOTAL	£516,108.80

From: [REDACTED]@saracens.net>
Sent: 01 August 2019 09:49
To: Bruce, George
Cc: [REDACTED]
Subject: RE: Saracens Drawdown 5
Attachments: LLP Drawdown Invoice July.pdf

Good morning George,

Hope you doing well.

Please see attached as requested.

[REDACTED]
Head of Finance
Saracens Ltd, Allianz Park, Greenlands Lane, Hendon, London, NW4 1RL.
T +44 [REDACTED] | M +44 [REDACTED]
E [REDACTED]@saracens.net | W www.saracens.com



From: Bruce, George <George.Bruce@Barnet.gov.uk>
Sent: 01 August 2019 09:27
To: [REDACTED]@saracens.net>
Cc: [REDACTED]@barnet.gov.uk>; [REDACTED]@barnet.gov.uk>
Subject: RE: Saracens Drawdown 5

Hello [REDACTED]

I don't appear to have received the invoice or documents for this drawdown. Can you please send through.

Kind regards

George

George Bruce
Head of Treasury
London Borough of Barnet - Finance

2 Bristol Avenue, Colindale, NW9 4EW

Tel: [REDACTED]
Email: [REDACTED]
Barnet Online: www.barnet.gov.uk

From: [REDACTED]z@saracens.net]

Sent: 29 July 2019 13:30

To: Smith, Chris <Chris.Smith@Barnet.gov.uk>; [REDACTED]@barnet.gov.uk>; Bruce, George <George.Bruce@Barnet.gov.uk>

Cc: [REDACTED]@saracens.net>; [REDACTED]

[REDACTED]@saracens.net>; [REDACTED]@Barnet.gov.uk>

Subject: Re: Saracens Drawdown 5

Thank you for the swift turnaround Chris.

Kind Regards

[REDACTED]
Saracens Limited

From: Smith, Chris <Chris.Smith@Barnet.gov.uk>

Sent: Monday, July 29, 2019 1:17:37 PM

To: [REDACTED]@barnet.gov.uk>; Bruce, George <George.Bruce@Barnet.gov.uk>

Cc: [REDACTED]@saracens.net>; [REDACTED]

[REDACTED]@saracens.net>; [REDACTED]@saracens.net>; [REDACTED]

[REDACTED]@Barnet.gov.uk>

Subject: FW: Saracens Drawdown 5

Hi George,

I've checked through this and I'm happy to approve release of this drawdown no. 5 (£516,108.80).

[REDACTED] – in [REDACTED] absence, please also note the accounts statement.

Chris Smith

Assistant Director – Estates

London Borough of Barnet

2 Bristol Avenue, London, NW9 4EW

Tel: [REDACTED]

Mob: [REDACTED]

Barnet Online: www.barnet.gov.uk

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

Together, WE ARE BARNET

Help us celebrate Barnet: engage.barnet.gov.uk/togetherbarnet

From: [REDACTED]@saracens.net]

Sent: 25 July 2019 16:54

To: Smith, Chris <Chris.Smith@Barnet.gov.uk>

Cc: [REDACTED]@saracens.net>; [REDACTED]

[REDACTED]@saracens.net>

Subject: Saracens Drawdown 5

Good afternoon Chris,

Please see drawdown 5 documents attached as discussed this morning. Apologies for only getting this over to you now, our systems have been offline all day – not ideal.

Let me know if you have any questions on the drawdown documents or the set of management accounts.

Thanks

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

T [REDACTED] M [REDACTED]
[REDACTED] W www.saracens.com



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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

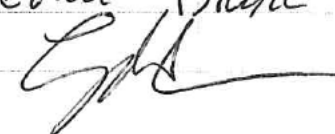
Proposed payment

Value (£)	£516,108.80
Payee	SARACENS COPTHALL LLP
Date	2.8.2019
Initiated by (1)	GEORGE BRUCE
Authorised by (2)	John Hooton & Cath Shaw

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

Checks	Completed – initials
Form signed by two authorised signatories	[REDACTED]
The reason for urgency has been completed, is supported by evidence and reasonable.	
Original documentation in respect of recipient details and bank details	
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.)	
Property transactions (i.e. CPO and / or compensation for CPO) need to be confirmed by legal dept i.e. HB Public Law.	
Person authorising payment is shown on Integra as authorised to approve expenditure for that cost centre or is a chief officer.	
The payment has been added to the treasury payment spreadsheet.	

Completed by:

Name	George Bruce
Signature	

5.5 Bankline Release Checklist

LB Barnet – Bankline Checklist for Payment Approval

To be completed by Treasury

Proposed payment

Value (£)	£516,108.80
Payee	SARACENS COPTHALL LLP
Date	2.8.2019
Initiated by (1)	GEORGE BRUCE
Authorised by (2)	John Hooton & 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	[Redacted]	Name	[Redacted]
Signature	[Redacted]	Signature	[Redacted]
Date	2/8/19	Date	02.08.2019

Bankline

CHAPS payment - reference [REDACTED]

Payment details are as follows.

Payment Information

Status: Accepted as at 02/08/2019 at 11:40	Last Updated By: SYSTEM	Last Updated: 02/08/2019 at 11:40
Bank Reference: [REDACTED]	Authoriser User Id: [REDACTED]	Authorised: 02/08/2019 at 11:40
Template Reference: SARACENS LTD	Import File Reference:	Imported:

Payment Details

Debit Account: [REDACTED] LONDON BOROUGH OF BA	Your Reference: DRAWDOWN NO: 5
Payment Date: 02/08/2019	
Payment Amount: GBP 516,108.80	
Debit Date: 02/08/2019	
Debit Amount: GBP 516,108.80	
Payment Method: Urgent Domestic Chaps	

Beneficiary Details

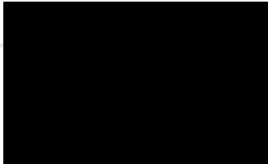
Beneficiary Name: SARACENS COPTHALL LLP
Beneficiary Account: [REDACTED]

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

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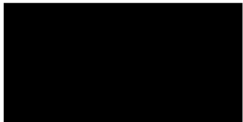
Bankline



CHAPS payment - reference 567198859 (continued)

Payment details are as follows.
Beneficiary Details (continued)

Beneficiary Address:	Allianz Park	Credit Value Date:	02/08/2019
	Greenlands Lane	Credit Amount:	GBP 516,108.80
	Hendon NW4 1RL	Send Currency:	GBP
		SWIFT BIC:	
Information for Beneficiary:	LOAN FACILITY AGREEMENT	Account Holding Branch:	
	DRAWDOWN NO: 5		



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

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