

Payment A/c

Payment sheet ✓
Cashflow sheet ✓

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 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 Copthall LLP	Integra ref -	Saracens Drawdown 7
Amount -	£488,369.30 ✓		
Bank Name -	Barclays Bank PLC	Sort code -	████████ ✓
Account No -	████████ ✓	Payment date -	13 th September 2019 16 23
<u>Integra Code (for payment) -</u>	████████		████████
Cost Centre-	████████	General Ledger Code -	████████
<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 – Has to be paid on the day

PAYMENT IS REQUIRED TO BE MADE ON 13th SEPT 2019.

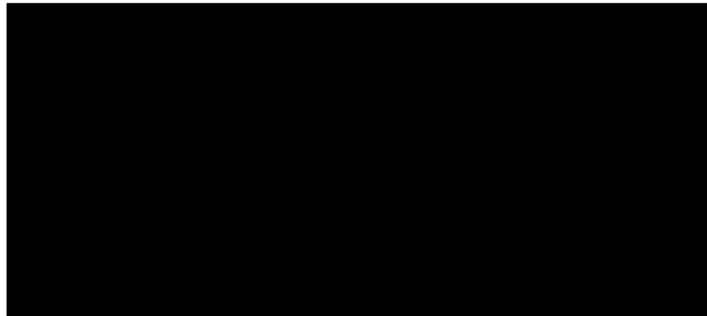
Approved by signatory	(1) 	(2) 
Name of signatory	JOHN HUSTON	CATH SHAW
Date	11/9/19	11.9.19

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.

PLEASE SEE ATTACHED CONFIRMATION
FROM CURIS SMITH.



[Redacted]

From: Smith, Chris
Sent: 10 September 2019 06:48
To: Bruce, George
Cc: [Redacted]
Subject: RE: Drawdown 7

Hi George,

[Redacted] as checked through these so we are happy to approve release of this drawdown no. 7 (£488,369.30).

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?



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

From: [Redacted] [mailto:[Redacted]@saracens.net]
Sent: 03 September 2019 16:42
To: Smith, Chris <Chris.Smith@Barnet.gov.uk>; [Redacted]@Barnet.gov.uk>; Bruce, George <George.Bruce@Barnet.gov.uk>
Cc: [Redacted]@saracens.net>
Subject: FW: Drawdown 7

Hi Chris, [Redacted] and George

Just resending to you all, as [Redacted] [Redacted] – sorry about that

If you could please let me know that you have all received this now and of course let me know if you have any queries

Kind Regards

[Redacted]
Saracens Ltd, Allianz Park, Greenlands Lane, Hendon, London, NW4 1RL
DE [Redacted]
E [Redacted]@saracens.net | W www.saracens.com

From: [Redacted]@saracens.net>
Sent: 02 September 2019 17:25
To: Smith, Chris <Chris.Smith@Barnet.gov.uk>; [Redacted]@Barnet.gov.uk>; [Redacted]

[REDACTED]@saracens.net>

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

[REDACTED]@saracens.net>

Subject: Drawdown 7

Afternoon Chris,

Hope you have been well.

Please see all information relating to drawdown 7 attached.

Let me know if any issues.

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

T [REDACTED]
E [REDACTED]@saracens.net | W www.saracens.com



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 (£)	£488,369.30
Payee	SARACENS COPTHALL LLP
Date	13 TH SEPTEMBER 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 (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	[Redacted]
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.)	[Redacted]
Property transactions (i.e. CPO and / or compensation for CPO) need to be confirmed by legal dept i.e. HB Public Law.	[Redacted]
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 (£)	£488,369.30
Payee	SARACENS COPTHALL LLP
Date	13 TH SEPTEMBER 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		Name	
Signature		Signature	
Date	23/9/19	Date	23/9/19



SARACENS

Saracens Cophthall LL
Allianz Par
Greenlands Lane
Hendon, London
NW4 1R

VAT Reg. No. GB 110 2486 6

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

SALES INVOICE

September 2, 2019

Description of Purchase	Number of Items	Unit Price	Total
Drawdown 7	1	488,369.30	488,369.3
Drawdown 7			

Drawdown Request

From: Saracens Copthall LLP

To: The Mayor and Burgesses of London Borough of Barnet

Dated: 2 September 2019

Dear Sirs,

We refer to the agreement (the "Loan Facility Agreement") dated 29 January 2019 and made between Saracens Copthall 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: £488,369.30

1.2 Advance Date: 13 September 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: Saracens Copthall LLP

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 and 2 of the works
2. That there have been no changes to the development plan.

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

- (a) An invoice from Saracens Cophall 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 Cophall 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

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Saracens RFC
West Stand Redevelopment



DRAWDOWN

7

Dated

02nd September 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	813,702.66	515,557.29	298,145.57	1.5m	3398	29/08/2019	ARW	298,145.57	59,629.11	
Prelims, OHP and Contingency	3.3m	-	-	-	3.3m						
Fixtures & Fittings (managed by Contractor)	0.7m	-	-	-	0.7m						
Total capital costs	18.2m	813,702.66	515,557.29	298,145.57	17.4m				298,145.57	59,629.11	
Fixtures & Fittings (managed by Saracens)	1.6m	-	-	-	1.6m						
Fees	1.8m	794,663.64	691,628.13	103,035.51	1.1m	8141	28/08/2019		103,035.51	19,375.90	
						19186	21/08/2019				
						SIN054468	20/08/2019				
						19-0055	01/03/2019				
						00000212	19/08/2019				
						1801	30/08/2019				
						PLANITT/2019/6	30/08/2019				
						SMD SRC001-19	28/08/2019				
						I01924605	30/04/2019				
						39542	30/07/2019				
						121146	31/07/2019				
						1191	31/07/2019				
S106	0.1m	-	-	-	0.1m						
Saracens Transitions Costs	0.7m	206,675.72	199,439.72	7,236.00	0.5m	5912	28/08/2019		7,236.00	947.20	
						INV07276	06/08/2019				
						1386	26/08/2019				
Total Capital and saracens costs	22.4m	1,815,042.22	1,406,625.14	408,417.08	20.6m				408,417.08	79,952.22	
Lean transaction fees (1% under clause 2.2.2)	0.2m	143,833.70	143,833.70	-	0.09m						
Total	22.6m	1,958,875.92	1,550,458.84	408,417.08	20.67m				408,417.08	79,952.22	
									Drawdown Total Amount (incl. VAT)	488,369.30	

TOTAL AMOUNT TO BE UTILISED (Excl. VAT) 408,417.08

Bankline

CHAPS payment - reference

Payment details are as follows.

Payment Information

Status: Accepted as at 23/09/2019 at 13:03 Last Updated By: SYSTEM Last Updated: 23/09/2019 at 13:03
Bank Reference: [REDACTED] Authoriser User Id: [REDACTED] Authorised: 23/09/2019 at 13:02
Template Reference: SARACENS LTD Import File Reference: Imported:

Payment Details

Debit Account: [REDACTED] LONDON BOROUGH OF BA Your Reference: DRAWDOWN NO:7
Payment Date: 23/09/2019
Payment Amount: GBP 488,369.30
Debit Date: 23/09/2019
Debit Amount: GBP 488,369.30
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.

Printed on 23/09/2019 at 14:29 by user [REDACTED]

Bankline

CHAPS payment - reference [REDACTED]

(continued)

Payment details are as follows.
Beneficiary Details (continued)

Beneficiary Address:	Allianz Park	Credit Value Date:	23/09/2019
	Greenlands Lane	Credit Amount:	GBP 488,369.30
	Hendon NW4 1RL	Send Currency:	GBP
		SWIFT BIC:	[REDACTED]
Information for Beneficiary:	SARACENS DRAWDOWN 7	Account Holding Branch:	[REDACTED]

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