

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Finance & Legal				
	27.03.20	IKEA	Supplies for events	£22.49	£134.95
	27.03.20	Keysigns UK	Safety signs (covid-19)	£24.09	£144.55
	Housing				
User 2	03.04.20	Emmaus	Furniture pack move because of Covid-19	£166.67	£1,000.00
	07.04.20	Thames Link	Travel for meeting	£6.67	£40.00
User 3					
	01.04.20	Trainline	Travel for meeting	£2.31	£13.88
User 4	Corporate Services				
	28.03.20	Doodle.com	Web based scheduling tool	£9.74	£58.41
	06.04.20	Pluralsight	Education video course	£4.08	£24.47
	22.04.20	Teamviewer.com	Web conferencing	£76.56	£459.36
User 5	Commercial & Development				
	27.03.20	Affinity Water Ltd	Water connection	£78.60	£471.60
User 6	Museums				
	31.03.20	Facebook ads	Marketing	£6.38	£38.28
	03.04.20	Dropbox	Marketing	£1.67	£9.99
	16.04.20	Speednames	Domain names	£3.80	£22.80
	17.04.20	Posture People Ltd	Chair Wedge	£6.16	£36.94
	17.04.20	Mailchimp	Marketing	£6.77	£40.60
			TOTAL	£415.97	£2,495.93

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Housing				
	28.04.20	Informa.com	Environmental Healthbook	£15.17	£91.00
	04.05.20	Argos	Furnishing for temp accomadation	£29.83	£179.00
	04.05.20	Argos	Furnishings for temp accomadation	£13.33	£80.00
	05.05.20	Argos	Furnishings for temp accomadation	£16.67	£100.00
	05.05.20	Argos	Furnishings for temp accomadation	£16.67	£100.00
	11.05.20	Argos	Furnishings for temp accomadation	£1.67	£9.99
	Planning				
User 2					
	20.05.20	Cbilde.com	Chartered assoc of Building Engineers	£39.00	£234.00
User 3	Corporate Services				
	28.05.20	Doodle.com	Web based scheduling tool	£9.55	£57.28
	06.05.20	Pluralsight.com	Education video course	£4.03	£24.20
	13.05.20	Zoom	Web conferencing	£24.00	£143.99
	14.05.20	Avpartmaster.net	Conference equipment	£40.60	£243.59
	19.05.20	Avpartmaster.net	Conference equipment	£11.60	£69.60
User 4	Museums				
	07.05.20	Dropbox	Marketing	£1.67	£9.99
	17.05.20	Mailchimp	Marketing	£6.94	£41.66
	20.05.20	Continental UK	Touchscreen	£81.63	£489.78
	20.05.20	The Audience Agency	Audience Research	£50.00	£300.00
	20.05.20	Speednames	Domain Name	£3.80	£22.80
			TOTAL	£366.15	£2,127.28

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Housing				
	09.06.20	Capital Gas	Gas connection	£27.40	£164.40
	24.06.20	Boots	Sundry for an event	£2.50	£15.00
User 2	Corporate Services				
	28.05.20	Doodle.com	Web based scheduling tool	£9.68	£58.07
	06.06.20	Pluralsight.com	Education video course	£3.96	£23.73
	13.06.20	Zoom	Web conferencing	£24.00	£143.99
User 3	Museums				
	03.06.20	Dropbox	Marketing	£1.67	£9.99
	07.06.20	Speednames	Domain name	£5.80	£34.80
	12.06.20	Flashcentre	Flash bulb	£25.99	£155.95
	17.06.20	Speednames	Domain name	£29.00	£174.00
	17.06.20	Mailchimp	Marketing	£6.74	£40.45
	24.06.20	Aimuseums	Membership Museums	£66.67	£400.00
			TOTAL	£203.40	£1,220.38

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
	Housing				
User 1					
	27.06.20	Boots	Sundry for an event	£10.00	£60.00
	06.07.20	Tesco	Refreshment for an event	£10.00	£60.00
	07.07.20	Tesco	Refreshment for an event	£26.67	£160.00
User 2					
	01.07.20	Argos	Furnishing for temp accomadation	£6.67	£40
	Corporate Services				
User 3					
	30.06.20	Fastwork Places	Covid-19 supplies	£39.60	£237.60
User 4					
	06.07.20	Pluralsight	Education video course	£4.00	£23.99
	14.07.20	Zoom	Web conferencing	£24.00	£143.99
	Community Services				
User 5					
	22.07.20	Hertford County Council	Conference	£5.50	£33.00
User 6	Museums				
	03.07.20	Dropbox	Marketing	£1.67	£9.99
	06.07.20	Zoom	Web conferencing	£2.00	£11.99
	13.07.20	Keim Paints	Interior Paint	£9.38	£56.28
	13.07.20	DSG Retail	Electrical equiment	£26.16	£156.98
	14.07.20	Disclosure and Barring	DBS checking	£3.83	£23.00
	17.07.20	Mailchimp	Marketing	£6.71	£40.24
	27.07.20	Shopify	Ecommerce Software	£10.61	£63.68
			TOTAL	£186.79	£1,120.74

Order Ref	Order date	Supplier Name	Description of Goods/Services	VAT value	Gross Amount (including VAT)
User 1	Mayoral				
	21.08.20	Tourist information	information tourism	£2.50	£15.00
User 2	Corporate Services				
	06.08.20	Pluralsight.com	Education video course	£3.80	£22.78
	13.08.20	Zoom.com	Web Conferencing	£24.00	£143.99
User 3	Community Services				
	29.07.20	Chartered Institute EN London	Training	£5.83	£35.00
	29.07.20	Chartered Institute EN London	Training	£5.83	£35.00
User 4	Museums				
	28.07.20	Paypal	Museum Late Activity	£0.27	£1.64
	03.08.20	Dropbox	Marketing	£1.67	£9.99
	06.08.20	Zoom.com	Web Conferencing	£2.00	£11.99
	17.08.20	Mailchimp.com	Marketing ad	£6.44	£38.62
	25.08.20	Printed.com	Printed material	£12.43	£74.57
	26.08.20	Dacorum Council	Licence application	£6.17	£37.00
	26.08.20	Shopify	Ecommerce Software	£12.95	£77.68
			TOTAL	£83.88	£503.26

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User 1	Finance & Legal				
	03.09.20	ico.org.uk	Data Protection	£483.33	£2,900.00
User 2	Mayoral				
	05.09.20	Flowerbox	Civic wreath for funeral	£16.67	£100.00
	10.09.20	Royal mail sameday	Postage	£15.78	£94.68
User 3					
	11.09.20	Hertschamber	EU countdown to change	£2.50	£15.00
User 4					
	15.09.20	One4all	Complaint compensation	£4.17	£25.00
	22.09.20	Dropbox	1 yr renewal tourism photos	£15.98	£95.88
User 5	Housing				
	30.08.20	Boots	Sundry for an event	£15.00	£90.00
User 6	Corporate Services				
	06.09.20	Pluralsight.com	Education video course	£3.78	£22.66
	13.09.20	Zoom.com	Web conferencing	£24.00	£143.99
	Museums				
User 7	02.09.20	DVLA	DVLA enforcement	£14.72	£88.33
	02.09.20	DVLA vehicle Tax	vehicle Tax	£44.58	£267.50
	03.09.20	Dropbox	Marketing	£1.67	£9.99
	06.09.20	Zoom.com	Web conferencing	£2.00	£11.99
	08.09.20	ukpos.com	Poster frames	£4.80	£28.78
	10.09.20	Careco.co.uk	Seco rollator	£10.00	£59.99
	10.09.20	Boss Training Ltd	Passma course	£54.00	£324.00
	11.09.20	Group for Ed Museum	Job ad	£35.67	£214.00
	17.09.20	Mailchimp.com		£6.52	£39.13
	25.09.20	Shopify	ecommerce	£13.39	£80.31
			TOTAL	£768.54	£4,611.23