

# Claim a VAT refund as an organisation not registered for VAT

This is a draft copy. You will need to submit your claim to send your answers.

Confirm customer reference number Yes

## Organisation details

Customer reference number XAV126000104581

Organisation name St Martin By Looe Parish Council

Organisation type Local authority or similar

Changed bank or address details No

## Claim details

Claim is £100 or more Yes

Start date 1 April 2024

End date 31 March 2025

## Invoice details

Upload or enter invoice details Enter details for each invoice

All invoices addressed to St Martin By Looe Parish Council Yes, or a previous name of St Martin By Looe Parish Council

You have added 10 invoices

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invoices**

1. £38.64 - 3 April 2024
2. £12 - 8 April 2024
3. £10.02 - 13 June 2024
4. £4 - 16 June 2024
5. £14.40 - 28 June 2024
6. £10 - 18 October 2024
7. £21 - 15 November 2024
8. £16 - 3 December 2024
9. £62 - 16 January 2025
10. £8 - 17 March 2025

## **Invoice 1**

<b>Date of invoice</b>	3 April 2024
<b>Description of goods or services purchased</b>	Cornwall association of Local Councils subscription
<b>VAT amount paid</b>	£38.64
<b>Invoice addressed to</b>	St Martin By Looe Parish Council
<b>VAT registration number of supplier</b>	935160924

## **Invoice 2**

<b>Date of invoice</b>	8 April 2024
<b>Description of goods or services purchased</b>	Annual (x12 @ £1) Admin fee for the payment of the Clerks salary by Cornwall Council. Paid monthly.
<b>VAT amount paid</b>	£12.00
<b>Invoice addressed to</b>	St Martin By Looe Parish Council
<b>VAT registration number of supplier</b>	132746770

## Invoice 3

Date of invoice	13 June 2024
Description of goods or services purchased	Monthly printer ink subscription 6x 92p. Monthly ink and paper subscription 3x£1.50 9 payments in total.
VAT amount paid	£10.02
Invoice addressed to	St Martin By Looe Parish Council
VAT registration number of supplier	206953796

## Invoice 4

Date of invoice	16 June 2024
Description of goods or services purchased	Cornwall Association of Local Councils. - Code of Conduct Councillor Training fee.
VAT amount paid	£4.00
Invoice addressed to	St Martin By Looe Parish Council
VAT registration number of supplier	935160924

## Invoice 5

Date of invoice	28 June 2024
Description of goods or services purchased	Creation of email accounts by Web Provider
VAT amount paid	£14.40
Invoice addressed to	St Martin By Looe Parish Council
VAT registration number of supplier	902152471

## Invoice 6

Date of invoice	18 October 2024
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<b>Description of goods or services purchased</b>	Microsoft 365 subscription
<b>VAT amount paid</b>	£10.00
<b>Invoice addressed to</b>	St Martin By Looe Parish Council
<b>VAT registration number of supplier</b>	639237322

## Invoice 7

<b>Date of invoice</b>	15 November 2024
<b>Description of goods or services purchased</b>	Website domain change fee.
<b>VAT amount paid</b>	£21.00
<b>Invoice addressed to</b>	St Martin By Looe Parish Council
<b>VAT registration number of supplier</b>	902152471

## Invoice 8

<b>Date of invoice</b>	3 December 2024
<b>Description of goods or services purchased</b>	Website provider hosting fee
<b>VAT amount paid</b>	£16.00
<b>Invoice addressed to</b>	St Martin By Looe Parish Council
<b>VAT registration number of supplier</b>	902152471

## Invoice 9

<b>Date of invoice</b>	16 January 2025
<b>Description of goods or services purchased</b>	Defibrillator Maintenance. Annual Fee
<b>VAT amount paid</b>	£62.00

**Invoice addressed to** St Martin By Looe Parish Council

**VAT registration number of supplier** 324914800

## Invoice 10

**Date of invoice** 17 March 2025

**Description of goods or services purchased** Bleed Control. Annual Maintenance Fee.

**VAT amount paid** £8.00

**Invoice addressed to** St Martin By Looe Parish Council

**VAT registration number of supplier** 472737075

## Total refund amount you are claiming

**Amount of VAT you are claiming** The total amount of VAT paid: £196.06

## Contact details

**Full name** Charles Hyde

**Role in organisation** Responsible Finance Officer and Parish Clerk

**Email consent** Yes, I have read the guidance and understand and accept the risks of email

**Contact email** clerk@stmartinbylooeipc.org.uk

**Telephone number** 07763364809