**Meta-Data: for Publication re Transparency Agenda.**

**Accounts System:** Sage Line 200

**Note where supplier name and ID detail is “N/a”:** this is because these transactions are direct payments from the cash book and no supplier has been created on the purchase ledger.

**Note regarding the date:** due to significant saving on time when preparing the data for publication as a result of the ability to export these details from the accounts system, the date used is the date of the entry onto the accounting system, which is not always the same as the date of the payment, although the two will be similar.

**Data publication parameters:** in order to avoid data duplication these data files are prepared following the close of the reported month on the accounts system. The data is then run based on entry period into the accounts system, information which is permanently assigned once only to every transaction entered into the program.

**Data publication values:** in line with the guidelines issued we have published all purchases where the value for the transaction paid to the supplier exceeds £500. The guidance issued in 2014 has provided additional clarification on the level of publication, which has changed from a cumulative monthly position to publication based on the individual transaction value.

**VAT:** items are disclosed net of VAT. The £500 value limit in the case of this Council has been calculated on the net cost to the authority due to practicalities of evaluating the gross value from the accounting information system.

**Exclusions:** in line with the applicable guidelines the payments surrounding payroll and benefits have been excluded from publication. Data on salaries are separately disclosed during the year.

**School:** the payments made to the school are not included in this data in line with the applicable guidance received. Currently schools are not required to report separately under the transparency regulations.

**Redactions:** in line with the applicable guidelines redactions have been made where the information would provide data on a personal level, such as for expenses paid to members and officers, and payments made to individuals within the remit of the social care services.

**General Note:** the transactions are allocated with expense type and area classifications in line with our financial regulations, adjustments to which may be made during the year. The data published is only for purchases cumulatively exceeding £500 and therefore does not constitute the full transactional detail of the Council.

**Electricity Supply:** as this is charged to the authority as a whole this appears as a single entry within the transparency data.

**Grants Listing:** this identifies the grants to the voluntary community and social enterprise sector made by the Authority from the Authority funds.