



Loch Lomond & The Trossachs National Park Authority
Carrochan
Carrochan Road
Balloch
G83 8EG

FOI 2023-021
10th October 2023

REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

We refer to your request for information, received by email on 4th October 2023. Your specific requests and the National Park Authority's response are provided below.

"I am requesting information on all payments to external suppliers for purchases of goods and services between 2022-01-01 and 2022-12-31. What is requested is a list of these payments, ideally in Microsoft Excel format, which contains as much of the following information for each payment as possible.

- **Supplier name**
- **Amount paid, excluding VAT**
- **Payment date (or some other relevant transaction date, for example billing or booking date)**
- **A unique invoice-id or a transaction-id number for each payment.**
- **Some description of the nature of the expense (for example cost centre or booking account name)**

I am not asking you to do manual time consuming compiling. I am only asking for an extract from your accounting software with as much of the above stated information as you can conveniently and reasonably provide."

Please see attached requested information in Appendix A. The costs indicated are the actual costs to the National Park Authority. They include VAT if it was not recovered and exclude VAT where it was recovered.

Yours sincerely

**Information Management
Loch Lomond and the Trossachs National Park Authority**

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N

t: 01389 722600 f: 01389 722633 e: info@lochlomond-trossachs.org w: lochlomond-trossachs.org

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Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

Information Manager
Loch Lomond & The Trossachs National Park Authority
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
E-mail: info@lochlomond-trossachs.org

The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Website: www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info