

Claim a VAT refund as an organisation not registered for VAT

Organisation details

Customer reference number	XNV126000106046
Organisation name	Hurstpierpoint & Sayers Common 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 January 2025
End date	31 March 2025

Invoice details

Upload or enter invoice details	Upload a file summarising all the invoice details
Upload invoice file	Q4 VAT Claim.pdf

Total amount of VAT you paid

Paid amount	£6,685.26
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Total refund amount you are claiming

Amount of VAT you are claiming	The total amount of VAT paid: £6,685.26
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Contact details

Full name	Sarah Groom
Role in organisation	Clerk
Email consent	Yes, I have read the guidance and understand and accept the risks of email
Contact email	office@hurstpierpoint-pc.gov.uk
Telephone number	01273833264

Submission details

Submission date	11 Apr 2025 12:42
Submission reference	S6JZ-8531-PXX8
Submission mark	7bd96928b088e70725bedb24406d8dadfa1d5b864b5df8b78b00c30d3679f54a

Submit to HMRC On VAT Archive Completion

Date 03/04/2025

H&SC PC Current Year

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
03/12/2024	313483672	Q4 Printer/Copier Lease	H&SC PC	39.00
31/12/2024	738 3362 20	Waste Collections	H&SC PC	123.19
31/12/2024	738 3362 20	Dec 24 Gnnds Mt	H&SC PC	64.45
31/12/2024	143268909	MS Licences Dec 24	H&SC PC	44.37
31/12/2024	155840010	Alarm Response	H&SC PC	9.00
01/01/2025	629280722	Van Rental Invoice Jan 25	H&SC PC	47.16
03/01/2025	460127619	Wassail Medic	H&SC PC	20.02
03/01/2025	927 3346 15	Electricity Nov 24	H&SC PC	3.42
06/01/2025	210915108	Waste Collection Dec 24	H&SC PC	12.04
06/01/2025	927 3346 15	Electricity Dec 24	H&SC PC	253.44
06/01/2025	927 3346 15	Electricity Dec 24	H&SC PC	2.36
06/01/2025	927 3346 15	Electricity Dec 24	H&SC PC	4.24
06/01/2025	927 3346 15	Electricity Dec 24	H&SC PC	3.91
06/01/2025	927 3346 15	Electric Streetlights Dec 24	H&SC PC	10.04
15/01/2025	424183709	Defib Instal at Sportsman	H&SC PC	52.50
15/01/2025	424183709	Re-fit Radiators	H&SC PC	39.00
15/01/2025	424183709	Defib Instal at Sportsman VAT	H&SC PC	10.50
16/01/2025	587494379	Village Hall Advisory Service	H&SC PC	10.00
21/01/2025	871433328	Hurst Life Feb 2025	H&SC PC	58.00
23/01/2025	278194658	Wassail Lights	H&SC PC	35.00
24/01/2025	794772079	Bus Stop Repairs	H&SC PC	119.00
24/01/2025	424183709	Bus Stop Electric Testing	H&SC PC	60.00
27/01/2025	156210732	Q4 Copier Charges	H&SC PC	38.79
28/01/2025	792675773	Methodist Church Surveys	H&SC PC	384.00
28/01/2025	182828284	Holm Oak War Memorial Works	H&SC PC	50.00
29/01/2025	182828284	Pollarding Limes S Ave	H&SC PC	400.00
29/01/2025	315601688	Salt Bag Delivery	H&SC PC	52.00
30/01/2025	907368801	Christmas Lights Installations	H&SC PC	440.00
30/01/2025	203076745	CB Internal Door Works	H&SC PC	90.00
31/01/2025	143268909	Change of Staff	H&SC PC	10.00
31/01/2025	143268909	MS Licences Jan 2025	H&SC PC	44.37
31/01/2025	738 3362 20	Grounds Mt January 2025	H&SC PC	64.45
31/01/2025	738 3362 20	Waste Collection January 2025	H&SC PC	133.90
31/01/2025	182 8282 84	Reeds Lane Oak Tree	H&SC PC	120.00
31/01/2025	182 8282 84	Wilderness Wood Tree Works	H&SC PC	120.00
31/01/2025	730 2213 90	Grnds Mt Sept-Dec 2024	H&SC PC	556.87
01/02/2025	629280722	Van Lease Rental Feb 25	H&SC PC	47.16
04/02/2025	210915108	Waste Collection Jan 2025	H&SC PC	3.30

Balance Carried Forward Page 1

3,575.48

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
05/02/2025	686049501	Broadband January 2025	H&SC PC	11.60
06/02/2025	927 3346 15	Electricity Jan 2025	H&SC PC	363.35
06/02/2025	927 3346 15	Electricity Pitt Lane Jan 2025	H&SC PC	4.18
06/02/2025	927 3346 15	Electricity Streelights Jan 25	H&SC PC	10.59
07/02/2025	920005975	Mowers UK	H&SC PC	25.67
09/02/2025	686049501	Broadband Feb 2025	H&SC PC	11.60
10/02/2025	927 3346 15	Electricity Chapel Oct-Jan 25	H&SC PC	1.86
11/02/2025	72797157	New Clerks Training GP	H&SC PC	15.00
12/02/2025	348733570	Fire Warden Training	H&SC PC	70.00
13/02/2025	422348418	Office Door Bell	H&SC PC	3.80
17/02/2025	871433328	Hurst Life March 2025	H&SC PC	87.00
18/02/2025	920005975	Tool Purchase & Repairs	H&SC PC	27.36
18/02/2025	920005975	Tool Purchase & Repairs	H&SC PC	46.72
18/02/2025	191 6955 26	500 Parking Discs	H&SC PC	83.33
24/02/2025	191 7400 66	Logos for Finger Posts	H&SC PC	35.20
27/02/2025	382894546	Willow Way Streetlight Inspect	H&SC PC	32.33
28/02/2025	738 3362 20	Rec Gnds Mt January 2025	H&SC PC	64.45
28/02/2025	738 3362 20	Dog&Litter Bin Emptying Feb 25	H&SC PC	133.90
28/02/2025	143268909	MS Licences Feb 2025	H&SC PC	44.37
01/03/2025	144497687	Domain Names	H&SC PC	17.40
01/03/2025	629280722	Van Lease March 2025	H&SC PC	47.16
03/03/2025	787228977	Repairs to Toilet Leak	H&SC PC	190.00
04/03/2025	210915108	Waste Collection Feb 2025	H&SC PC	12.04
05/03/2025	757 9964 51	Dog Waste Bags x 12,000	H&SC PC	38.45
06/03/2025	927 3346 15	Electric Feb 2025	H&SC PC	311.45
06/03/2025	927 3346 15	Electric Feb 25	H&SC PC	2.31
06/03/2025	927 3346 15	Electric Trinity Rd Feb 25	H&SC PC	1.04
06/03/2025	927 3346 15	Electric Pitt Lane Feb 25	H&SC PC	3.75
06/03/2025	927 3346 15	Electric Feb 25	H&SC PC	58.59
12/03/2025	383425389	S. Ave Chapel Roof Tie Spec	H&SC PC	84.00
13/03/2025	191 6955 26	Dog Bin Collection Service	H&SC PC	846.56
17/03/2025	435939909	Structural Survey (Methodist)	H&SC PC	134.61
19/03/2025	424183709	PAT Testing (CB)	H&SC PC	13.00
27/03/2025	408970965	Dog Bin Waste Collection Mar25	H&SC PC	84.60
28/03/2025	738 3362 20	Grounds Mt March 2025	H&SC PC	64.45
28/03/2025	738 3362 20	General Waste Collection Mar25	H&SC PC	85.70
30/03/2025	143268909	MS Licences March 2025	H&SC PC	42.36
Total VAT Detail from Cashbook				6,685.26

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I SARAH GROOM
(Full name in BLOCK LETTERS)

am claiming a refund of six thousand, six hundred and eighty five pounds and 26 pence
(Pounds in words pence in figures)

£ 6,685.26

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Sarah Groom Date 11/4/25
(Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.