

# An Garda Síochána

Oifig Saorála Fáisnéise,  
An Garda Síochána, Teach áth Luimnigh,  
Lárionad Gnó Udáras Forbartha Tionscail,  
Baile Sheáin, An Uaimh,  
Contae na Mí.  
C15 DR90



Freedom of Information Office,  
An Garda Síochána, Athlumney House,  
IDA Business Park,  
Johnstown, Navan,  
Co Meath.  
C15 DR90

Teileafón/Tel: (046) 9036350

Láithreán Gréasain/Website:

[www.garda.ie](http://www.garda.ie)

Bí linn/Join us  

Ríomh-phoist:/Email: [foi@garda.ie](mailto:foi@garda.ie)

## Re: Freedom of Information Request FOI-000364-2018 Request Part-Granted

*Dear*

I refer to your request, dated and received on 20<sup>th</sup> August, 2018 which you have made under the Freedom of Information Act 2014 (FOI Act) for records held by An Garda Síochána.

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency "insofar as it relates to administrative records relating to human resources, or finance or procurement matters". Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

Your request sought:

1. *a list of all work commissioned from the Communications Clinics for the years 2015, 2016 and 2017.*
2. *Invoices and all correspondence related to the same.*
3. *Dates which work was started and completed.*
4. *Costs of each.*

I wish to inform you that I have decided to part-grant your request on the 20<sup>th</sup> September 2018. I have numbered your request for ease of reference.

The purpose of this letter is to explain that decision.

## 1. Findings, particulars and reasons for decision

Upon receipt, your request was forwarded to both the Finance Directorate and the Press Office where a number of records have been identified.

Part 1 of your request is seeking a 'list of all work commissioned from the Communications Clinics for the years 2015, 2016 and 2017'

An Garda Síochána awarded a contract, after a public procurement competition, to The Communications Clinic in respect of Media Training for Personnel in An Garda Síochána and the contract was signed on the 1<sup>st</sup> October 2015. The Communications Clinic were enlisted to commission a number of projects for An Garda Síochána. Table A below outlines the works carried out by The Communications Clinic broken down annually for 2015, 2016 and 2017:

**Table A:- List of Works Commission from The Communications Clinic**

Year	Description	Amount
2015	<ul style="list-style-type: none"><li>• Media Skills Training</li></ul>	€10,400
2016	<ul style="list-style-type: none"><li>• Media Skills Training</li><li>• Communication Training</li><li>• Design of Newsbeat Template</li><li>• Consultancy Work</li><li>• Report Writing Training</li></ul>	€80,306.20
2017	<ul style="list-style-type: none"><li>• Media Skills Training</li><li>• Communication Training</li><li>• PR Support</li><li>• Consultancy Work</li><li>• Press Release Writing Training</li></ul>	€55,972.53

The media training programme was for Senior Officers and Managers which enables An Garda Síochána to provide more spokespeople to the media in order to keep the public informed about how An Garda Síochána prevents and tackles crime. Under this training programme over 100 senior officers and managers have received media training. This has also seen The Communications Clinic provide advice on communication initiatives. Training was also provided in other areas, including Communication, report writing and press release writing. Newsbeat is an internal staff newsletter which is published on a monthly basis and is designed to keep staff up to date with important developments, news and events happening in An Garda Síochána. In addition, the Communications Clinic provided consultancy work and PR support to the organisation in 2016 and 2017.

Part 2 of your request has sought 'Invoices and all correspondence related to the same'. I herewith attach invoices and correspondence relating to expenditure on media and communication services provided by The Communications Clinic. For the purpose of this

FOI request and in particular with reference to 'all correspondence', correspondence in this regard was sought only from both the Press Office and the Finance Directorate. A review of the records provided indicate that some of the information contained therein is commercially sensitive and therefore is subject to Section 36 contained within the FOI Act. I have applied Section 36 to some of the information contained in the attached records and this is outlined in the Schedule of Records.

I am applying Section 36(1)(b) and (c) to the redacted sections of these invoices. Section 36 states:

***Commercially sensitive information***

**36. (1) Subject to subsection (2), a head shall refuse to grant an FOI request if the record concerned contains—**

- (b) *financial, commercial, scientific or technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates, or could prejudice the competitive position of that person in the conduct of his or her profession or business or otherwise in his or her occupation, or***
- (c) *information whose disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates.***

I am of the view that the release of the complete invoices detailing the services provided and fees charged would disclose The Communications Clinic's pricing structure. The pricing structure of The Communications Clinic with regard to the services provided to An Garda Síochána is not known to their competitors or the public in general. If the complete records were made available to you, it is reasonable to expect that it would prejudice the ability of The Communications Clinic to compete in other contracts or negotiations in the future.

I am conscious of the fact that records disclosed under the provisions of the FOI Act are considered a release to the world at large and not just the individual requesting the information.

In addition, the publication of such information could reasonably be expected to result in a material financial loss by The Communications Clinic as it could prejudice their competitive position in the conduct of their business. The publication of the services provided with the fees charged into the public domain could also reasonably be expected to assist competitors by giving them competitive advantage when seeking the same media contracts as The Communications Clinic. Furthermore, the current customers may become aware of a difference in fees being applied by The Communications Clinic which could in turn prejudice any current or future negotiations with these customers.

With regard to your request I draw your attention to an Office of Information Commissioner decision titled: Mr X and University College Cork (UCC) (F01 Act 2014) case number: 150444\_ This particular case is relevant as the competitive position of a commercial entity was considered under Section 36(1)(b) of the FOI Act.

**Public Interest Test**

There is a Public Interest Test associated with section 36 of the FOI Act whereby my decision must be made having fully considered the public interest relevant to this request.

I have considered the public interest issues which arise in this case and have taken account of the following factors in favour of release:

- Ensuring openness and transparency of organisational functions to the greatest possible extent.
- The public interest in members of the public exercising their rights under the FOI Act.
- That there is more than just a transitory interest by the public in this information being released.
- The right to commercial confidentiality is outweighed by the needs of the public regarding the expenditure of public funds by a public body.

In considering the public interest factors which favour withholding the records I have taken account of the following:

- Allowing a public body to hold commercial information without undue access by members of the public.
- The best course of action which is in the public interest with regard to these records.
- That An Garda Síochána can conduct its business with external contractors in a confidential manner.
- That there is a reasonable and implied expectation by contractors that financial information pertaining to services provided will be held in a confidential manner.
- That there is no overriding public interest that outweighs the right to privacy by an individual or in this case the financial activities of a service provider.

Having balanced the public interest factors both for and against the release, I decided that the public interest in preserving the information and the reasonable expectation that information can be maintained by An Garda Síochána without prejudicing future financial endeavours by external service providers outweighs the public interest which would be served were the records released to you.

I am therefore granting you copies of The Communications Clinic's invoices in redacted form.

Part 3 of your request of your request is seeking the '*Dates which work was started and completed*'. The invoices herewith attached contain details of work carried out by The Communications Clinic, the date training courses took place and also the date in which An Garda Síochána was invoiced for same. As previously advised The Communications Clinic were awarded the contract to An Garda Síochána after a public procurement competition and the contract commenced with effect from 1<sup>st</sup> October 2015. The framework agreement from this competition was for a term of one year with an option at the discretion of the Contracting Authority to extend the contract on the same terms and conditions on a yearly basis for a maximum of three further years. The term of the contract will not exceed four years in aggregate. If An Garda Síochána seek to extend its contract with the Communications Clinic in October 2018, the contract will expire in October 2019 and a new tendering competition will be required to take place. Therefore, An Garda Síochána may avail of the services of the Communications Clinic at any stage during the course of their contract.

The final part of your request is seeking the '*Costs of each*'. The costs for the services provided by The Communications Clinic are outlined for each specific project in the invoices herewith attached.

## 2. Right of Appeal

In the event that you are not happy with this decision you may seek an Internal Review of the matter by writing to the address below and quoting reference number **FOI-000364-2018**.

***Freedom of Information Office, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co. Meath C15 DR90***

Please note that a fee applies. This fee has been set at €30 (€10 for a Medical Card holder). Payment should be made by way of bank draft, money order, postal order or personal cheque, and made payable to Accountant, Garda Finance Directorate, Garda Headquarters, Phoenix Park, Dublin 8.

Payment can be made by electronic means, using the following details:

**Account Name:** Garda Síochána Finance Section Public Bank Account  
**Account Number:** 10026896  
**Sort Code:** 900017  
**IBAN:** IE86BOFI90001710026896  
**BIC:** BOFIE2D

**You must ensure that your FOI reference number (FOI-000364-2018) is included in the payment details.**

You should submit your request for an Internal Review within 4 weeks from the date of this notification. The review will involve a complete reconsideration of the matter by a more senior member of An Garda Síochána and the decision will be communicated to you within 3 weeks. The making of a late appeal may be permitted in appropriate circumstances.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at [www.garda.ie](http://www.garda.ie).

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact me by telephone at (046) 9036350.

Yours sincerely,

  
**HELEN DEELY**  
**FREEDOM OF INFORMATION OFFICER**

 **SEPTEMBER 2018**



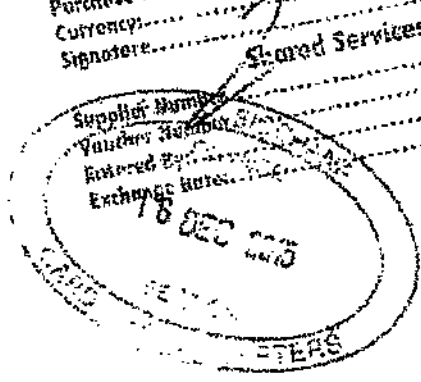
60105  
**Invoice**

033011 - G9020

Garda Headquarter  
Phoenix Park  
D8

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No: 64045975

An Garda Síochána  
Payment Authorisation  
Date Invoice Recd: 16/12/15  
Purchase Order No: 147611  
Currency: EUR  
Signature: [Signature]  
Prepared By: [Signature]



Shared Services Centre

PO. 147611 ✓  
16/12/15

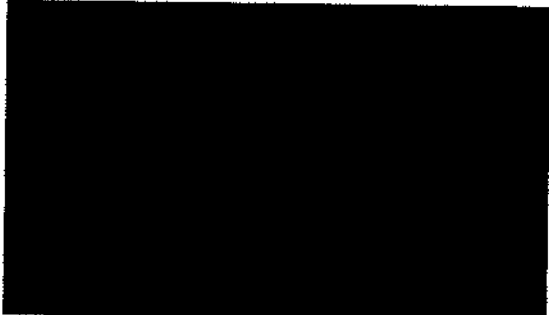
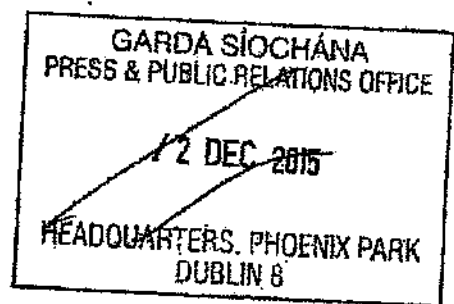
Invoice No:	6209
VAT No:	3073
Inv Date:	Nov 27 2015
Due Date:	Dec 27 2015
Order Ref:	
Currency:	EUR

Item Code	Item Description	Qty	Unit Price	Total
	Media Skills Training. Training Dates: 24th September & 4th November 2015.			
-- NON PR	[Redacted]	1.00	€650.00	€650.00
NOTE	Lead Consultant: Eoghan McDermott	0.00	€0.00	€0.00

VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€650.00	0.00 %	€0.00

Net Total	€650.00
Invoice Total	€650.00 ✓



An Garda Síochána



Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT \_\_\_\_\_ Press office \_\_\_\_\_ COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
24 Sep 2015			
4 Nov 2015	Media Skills training supplied by The Communications Clinic	€650.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice no 6309		
	TOTAL -	€650.00	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum: that any repairs executed were rendered necessary by fair wear and tear: that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Capst: Brenda O'Grady ) Rank: CO Reg. No.: 50137456 Date: 2/12/15

Recommended By: Sandra Murphy Block Capst: SANDRA MURPHY ) Rank: Solo Reg. No.: \_\_\_\_\_ Date: 14/12/15

Approved By: [Signature] Block Capst: ANDREW McCLEOD ) Rank: DIRECTOR Reg. No.: 550954 Date: 14/12/15

ATRN7 A.2 Aug 2014



# Invoice

Garda Press Office  
 Garda Headquarter  
 Phoenix Park  
 D8  
 Contact: Mr Andrew McLindon

033011-07020

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2

Telephone: 01 6449700  
 Email: info@communicationsclinic.ie

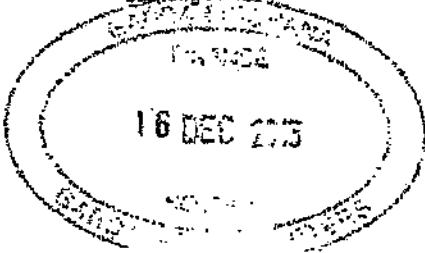
✓  
 166106  
 PO.147612 ✓  
 16/12/15

An Garda Síochána  
 Payment Authorisation

Date Invoice Recd: .....  
 Purchase Order No: 101147612  
 Currency: .....  
 Signature: .....  
 VAT No: 61045975  
 Prepared By: .....

Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchanged Date: .....



Item Code
Item Description
Item Price
Item VAT
Item Total
Item Net
Item Tax
Item Total

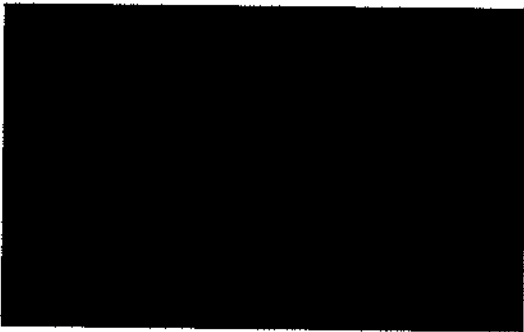
6343  
 3073  
 Nov 30 2015  
 Dec 30 2015  
 EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
-- NON PR	Media Skills Training on 29th October 2015.			0.00 %	€975.00
-- NON PR	Media Skills Training on 27th November 2015.			0.00 %	€1,625.00
NOTE	Lead Consultant: Eoghan McDermott			0.00 %	€0.00

VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€2,600.00	0.00 %	€0.00

Net Total	€2,600.00
VAT	€0.00
Gross Total	€2,600.00



GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 - 2 DEC 2015  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

Form A.8

An Garda Síochána

Account of Expenses (Miscellaneous)



DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT \_\_\_\_\_ Press office \_\_\_\_\_ COST CENTRE G 

9	0	2	0
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Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom ent'd Order should be made out) (ADDRESS IF THIRD PARTY)
29 Oct 2015			
27 Nov 2015	Media Skills training supplied by The Communications Clinic  Invoice No 6343	€2,600.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	<b>TOTAL -</b>	<b>€2,600.00</b>	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda OGrady Block Capst: Brenda OGrady ) Rank: \_\_\_\_\_ CO \_\_\_\_\_ Reg. No.: 50137456 Date: 2/12/15

Recommended By: Geord Munday Block Capst: Geord Munday ) Rank: Supt Reg. No.: \_\_\_\_\_ Date: 14/12/15

Approved By: Andrew McCann Block Capst: Andrew McCann ) Rank: Director Reg. No.: 55017354 Date: 14/12/15

P.O. 147609 ✓

✓ 16/12/15

# Invoice

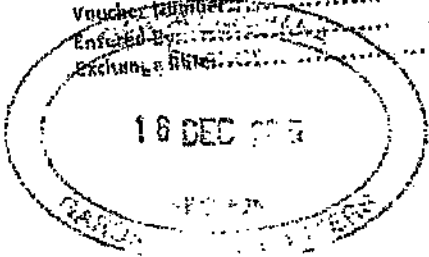
Garda Press Office  
Garda Headquarter  
Phoenix Park  
DB

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

Contact: Mr Andrew McLinden

Date Invoice Recd: 16/12/15  
Purchase Order No: 147609  
Currency: ✓  
Signature: ✓

Supplier Number: Shared S  
Voucher Number:  
Entered By:  
Exchange Rate:



Invoice No.
VAT No.
Inv. Date
Due Date
Order Ref.
Currency

✓ 6374  
3073  
Dec 10 2015  
Jan 9 2016  
EUR

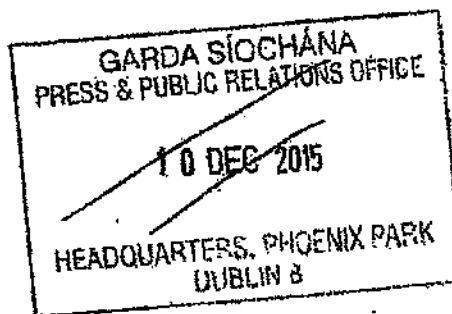
033011 - 69020

Item Code	Item Description	Qty	Price	VAT Rate	Net
-- NON PR	Media Skills Training on 1st December 2015.			0.00 %	€1,625.00
-- NON PR	Media Skills Training on 4th December 2015.			0.00 %	€1,300.00
-- NON PR	Media Skills Training on 9th December 2015.			0.00 %	€2,925.00
-- NON PR	Media Skills Training on 10th December 2015.			0.00 %	€1,300.00

### VAT Analysis

Net	Rate	VAT
€7,150.00	0.00 %	€0.00

Net Total	€7,150.00
VAT	€0.00
Invoice Total	€7,150.00 ✓



An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT COST CENTRE G 9 0 2 0 Press office

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
1 Dec 2015			
4 Dec 2015	Media Skills training supplied by The Communications Clinic	€7,150.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
9 Dec 2015			
10 Dec 2015	Invoice No 6374		
	<b>TOTAL -</b>	<b>€7,150.00</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Caps: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 2/12/15  
 Recommended By: Gerald Murphy Block Caps: Gerald Murphy Rank: Supt Reg. No.:  Date: 14/12/15  
 Approved By: Andrew McCann Block Caps: ANDREW McCANN Rank: DIRECTOR Reg. No.: S2017354 Date: 14/12/15

An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
23/2/16	Media Skills training supplied by The Communications Clinic	€5,372.33	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
29/2/16	Media Skills training supplied by The Communications Clinic	€1,845.00	
	Invoice No 6708		
	Invoice No 6788		
	<b>TOTAL</b>	<b>€7,217.33</b>	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the services could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

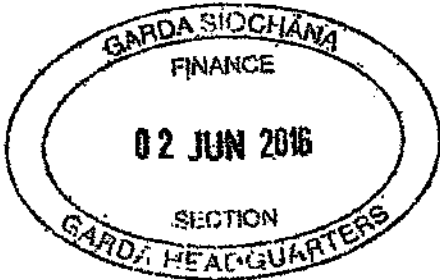
Signed: Brenda O'Grady Rank: CO Reg. No.: 50137456 Date: 26/5/16  
 Recommended By: Guanaps Murray Rank: Sgt Reg. No.: 252084 Date: 26/5/16  
 Approved By: James McKeown Rank: DIRECTOR Reg. No.: 550956 Date: 26/5/16

# Sales Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



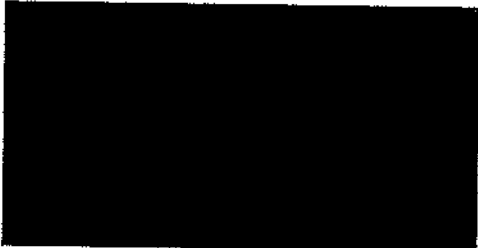
Invoice No.	6708
A/C No.	3768
Inv. Date	Feb 23 2016
Due Date	Mar 24 2016
Order Ref.	
Currency	EUR

Item Code	Description	Qty	Price	VAT Rate	Net
- NON PR	Media Skills Training 23.02.2016			23.00%	€300.00
- NON PR	Media Skills Training 25.02.2016			23.00%	€1,200.00
- NON PR	Media Skills Training 26.02.2016			23.00%	€2,700.00
- NON PR	Mileage-Dublin to Garda College - Return 142*2* €0.5907 = €167.75	1.00	€167.75	23.00%	€167.75
NOTE	Lead Consultant: Eoghan McDermott	0.00	€0.00	0.00%	€0.00

### VAT Analysis

Net	Rate	VAT
€0.00	0.00%	€0.00
€4,367.75	23.00%	€1,004.58

Net Total	€4,367.75
VAT	€1,004.58
Invoice Total	€5,372.33



*Handwritten signature: K. Mc...*

### An Garda Síochána

### Payment Authorisation:

Date Invoice Recd: 23.6.16 PSWT Y/N: no  
 Purchase Order No: 16650 Receipt No: 16650  
 Currency: EUR Prepared By: K. Mc...  
 Signatory: K. Mc...

Total Invoiced: €5,372.33  
 Amount Enclosed:

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: 23/06/16

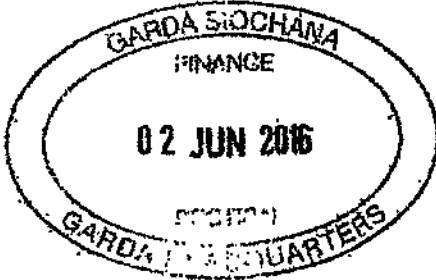
GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 23 JUN 2016  
*Handwritten signature*  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# Sales Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	6788
A/C No:	3768
Inv. Date:	29 Feb 2016
Currency:	EUR
Ext Ref:	Eoghan McDembit

Item Description	VAT Rate	Net
Media Skills Training	23.00%	€1,500.00

VAT Analysis			Totals	
Net	Rate	VAT	Net Total	
€1,500.00	23.00 %	€345.00	€1,500.00	✓
			VAT	€345.00
			Invoice Total	€1,845.00

### An Garda Síochána Payment Authorization

Date Invoice Recd: 2.6.16 PWIT Y/N: NO  
 Purchase Order No: 15.318 Receipt No: 16881  
 Currency: EUR Prepared By: K. O'Neil  
 Signature: *[Signature]*

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rates: ..... Date: .....

**Total Now Due** €1,845.00  
**Amount Enclosed**

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.

*[Handwritten signature/initials]*

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 26 MAY 2016  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8



Warning - On the instructions of the Accounting Officer, application for payment will not be processed by the Financial Shared Services unless this form is fully completed



**PAYMENT AUTHORISATION FORM** Form: FMS1  
**FOR INVOICES NOT MATCHED TO PURCHASE ORDERS**  
 For use in the Financial Shared Services, Killarney

Supplier Number:  
 Voucher Number:  
 Entered By:  
 Exchange Rate:  
 Date:

This form with the original invoice attached should be sent to the AP Purchasing Section

Note: The following details are mandatory on the FMS1 form \*  
 Payee: Communications Clinic

Invoice Note (Yes/No):  
 Credit Note (Yes/No):

Address\*: The Old Synagogue, 37 Adelaide Road, Dublin 2

Address:  
 (For Payment, if different)

Does Withholding Tax need to be deducted in respect of professional services\*?  
 Yes  No

If Withholding Tax is applicable, quote Tax Reference Number:

Foreign Supplier\*: No  
 Currency\*: Euro-€  
 Suppliers Original Invoice Reference No:  
 Suppliers Delivery Note Reference No:  
 Contract Reference No:

**ACCOUNTING DETAILS**

Line	Invoice No*:	VAT Rate*:	Sub Head Item*:	Cost Centre*:	Project/ Activity:	Description Goods/Services *	Gross Amount*:
1	7038		033011	G9020			€4,272.90
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

\*Clearly Describe (Max 20 characters) what Goods/Services have been supplied

Total: **€4,272.90**

I certify that the expenditure outlined above as invoiced, is in order for payment in accordance with the relevant regulations.

Prompt Payment Interest will incur 30 days from the Invoice Received Date (Date on Stamp)  
 Number of days under query (exempt from Prompt Payment Interest):

Please ensure that you are authorised to sign for Cost Centre quoted. Signatory should not be the same as for the procurement over-leaf

*Paul Bassett*  
 Authorising Officer (Signature)\*

Higher Executive Officer  
 Grade:

17-Jun-18  
 Date\*:

Paul Bassett  
 Authorising Officer (Block Capitals)\*

01-6662140  
 Contact Phone No\*:



Warning - On the instructions of the Accounting Officer, application for payment will not be processed by the Financial Shared Services unless this form is fully completed

**PAYMENT AUTHORISATION FORM**

Form: FMS1



Note: The following details are mandatory on the FMS1 form \*

<p><b>1 Department of Finance Sanction*</b>          (A copy of the sanction must be filed on the Central Register of Sanctions in the Finance Division. Where the sanction covers more than one contract/order, a record should be maintained by the Purchasing Division to ensure that the sanction is not exceeded).</p>	<p>Reference No: N/A</p>
---	--------------------------

<p><b>2 Procurement Procedures*</b>          All purchases are subject to tendering procedures. Please tick <input checked="" type="checkbox"/> the appropriate box to confirm the method used in this instance.</p>	<table border="1"> <tr> <td>EU Journal (€137,000 and greater)</td> <td></td> </tr> <tr> <td>Written Tender (Between €50,000 and €136,999)</td> <td></td> </tr> <tr> <td>3 or more quotes by email/fax (Between €5,000 and €49,999)</td> <td></td> </tr> <tr> <td>Verbal quote from competitive supplier(s) (less than €5,000)</td> <td></td> </tr> <tr> <td colspan="2">Tender process not applied (give reason)</td> </tr> </table>	EU Journal (€137,000 and greater)		Written Tender (Between €50,000 and €136,999)		3 or more quotes by email/fax (Between €5,000 and €49,999)		Verbal quote from competitive supplier(s) (less than €5,000)		Tender process not applied (give reason)	
EU Journal (€137,000 and greater)											
Written Tender (Between €50,000 and €136,999)											
3 or more quotes by email/fax (Between €5,000 and €49,999)											
Verbal quote from competitive supplier(s) (less than €5,000)											
Tender process not applied (give reason)											

<p><b>3 Valid Tax Clearance Certificate</b>          (Where goods or services to a value of €10,000 (inclusive of VAT) or more in any 12 month period are supplied by one trader, a Tax Clearance Certificate must be obtained).</p>	<p>TCC No:          TCC Expiry          Date:</p>
--	---

**4 Declaration (Please tick the appropriate box)**

I certify that the appropriate procurement procedures have been complied with:

I certify that the procurement procedures were not applicable in this case:

<p>Signed*: </p>	<p>Contact Phone No.*: 01-6662140          Grade: Clerical Officer</p>
------------------	--

<p>Name*: (BLOCK CAPITALS) Jason Brady</p>	<p>Date: 17-6-16</p>
--	----------------------

**5 Foreign Invoices**  
When submitting foreign invoices from within the E.U. for payment, the following information should be ascertained from the supplier for transmission by the Finance Division to the Revenue Commissioners

<p>Does payee have an Irish VAT number? <input type="checkbox"/></p>	<p>Irish VAT No. <input type="text"/></p>
<p>The following fields are mandatory * for all foreign (imported goods) invoices:</p>	
<p>a. Commodity Code*</p>	<input type="text"/>
<p>b. Approximate Net Weight incl. packaging (KGs)*</p>	<input type="text"/>
<p>c. Mode of transport by which the goods entered Ireland*          (i.e. Sea/Rail/Road/Air/Post)</p>	<input type="text"/>
<p>d. Number of items acquired*</p>	<input type="text"/>
<p>e. Supplier's VAT Number</p>	<input type="text"/>

An Garda Síochána

Form A.8

Account of Expenses (Miscellaneous)



DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
18/5/16	Media Skills training supplied by The Communications Clinic	€3,473.90	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7038	€799.00	
<b>TOTAL</b>			<b>€4,272.90</b>

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the services could not have been performed for a less sum; that any repairs expensed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: [Signature] Block Caps: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 3 Jun 2016

Recommended By: [Signature] Block Caps: John Farrell Rank: Supervisor Reg. No.: 23251D Date: 3 June

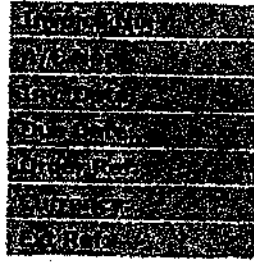
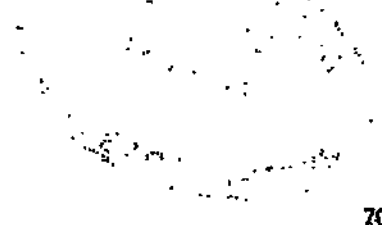
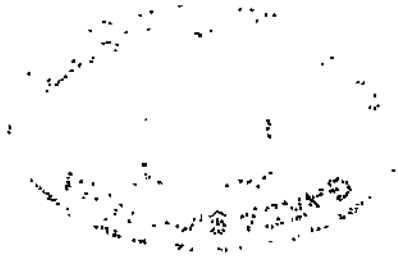
Approved By: [Signature] Block Caps: Armen Melidon Rank: Director Reg. No.: 5521754 Date: 13 June 2016

OF COMMUNICATIONS

# Sales Invoice

An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01 6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01 6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975



7038  
 3758  
 May 18 2016  
 Jun 17 2016

EUR  
 Eoghan McDermott

Description	Qty	Price	VAT Rate	Net
- NON PR Media Training. [Redacted] [Redacted] Training Date 18th May 2016			23.00 %	€3,300.00
- NON PR Mileage Dublin-Templemore 294.4km @ €0.5907 per km	1.00	€173.90	23.00 %	€173.90
NOTE Lead Consultant: Eoghan McDermott	0.00	€0.00	0.00 %	€0.00

VAT Analysis

Net	VAT	Total
€0.00	0.00 %	€0.00
€3,473.90	23.00 %	€799.00



€3,473.90  
 €799.00  
 €4,272.90



Total Invoiced  
 Amount Enclosed

€4,272.90

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
  
 3 JUN 2016  
  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# An Garda Síochána



Form A.8

## Account of Expenses (Miscellaneous)

DIVISION Garra Press Office DISTRICT Garra Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
28 Apr 2016	Media Skills training supplied by The Communications Clinic Invoice No 6968 (VAT €621.00)	€3,321.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
27 Apr 2016	Media Skills training supplied by The Communications Clinic Invoice No 6991 (VAT €728.58)	€3,896.34	
12 May 2016	Media Skills training supplied by The Communications Clinic Invoice No 7005 (VAT €1,035.00)	€5,535.00	
12 Jul 2016	Media Skills training supplied by The Communications Clinic Invoice No 7165 (VAT €628.00)	€4,428.00	
	<b>TOTAL</b>	<b>€17,180.34</b>	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

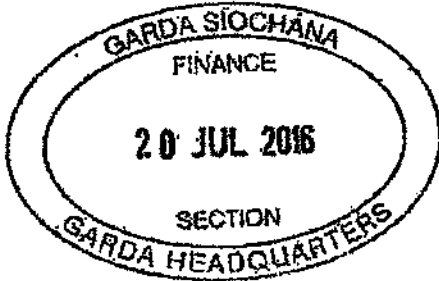
Signed: Brenda O'Grady Block Caps: Brenda O'Grady Rank: CO Reg. No.: 50137456 Date: 15 Jul 2016  
 Recommended By: John Fears Block Caps: John Fears Rank: Supt Reg. No.: 22205 Date: 16 July 16  
 Approved By: Andrew McClelland Block Caps: Andrew McClelland Rank: Director Reg. No.: 550855 Date: 16 July 16

*Handwritten signature/initials*

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	6968
A/C No:	3768
Inv. Date:	28 Apr 2016
Currency:	EUR
Ext Ref:	Eoghan McDermott

Item Description	VAT Rate	Net
Media Skills	23.00%	€2,700.00

VAT Analysis		
Net	Rate	VAT
€2,700.00	23.00%	€621.00

Net Total	€2,700.00
VAT	€621.00
Invoice Total	€3,321.00

ORIGINAL COPY  
20 JUL 2016  
*Handwritten signature*

Total Now Due **€3,321.00**  
Amount Enclosed

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.

BACS [Redacted]

**An Garda Síochána**  
**Payment Authorization**

Date Invoice Recd: 20.7.16  
 Purchase Order No: 15547  
 Currency: EUR  
 Signature: *Handwritten*

NO  
 Receipt No: 16863  
 Prepared By: *K. VICE*

**Shared Services Centre**

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: .....

**GARDA SÍOCHÁNA**  
**PRESS & PUBLIC RELATIONS OFFICE**

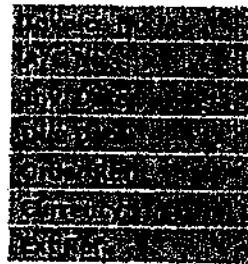
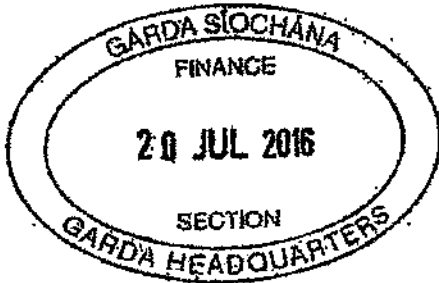
15 JUL 2016  
*Quay*

HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8.  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 6404597S



6991  
3758  
Apr 27 2016  
May 27 2016

EUR  
Eoghan McDermott

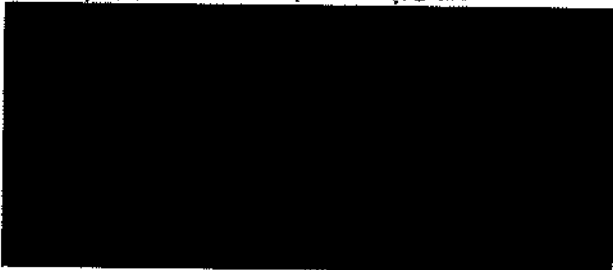
				VAT %	
--NON PR	Media Skills			23.00 %	€3,000.00
--NON PR.	Mileage 204km @ €0.5907 p/km	1.00	€167.76	23.00 %	€167.76
NOTE	Lead Consultant: Eoghan McDermott	0.00	€0.00	0.00 %	€0.00

### VAT Analysis

Net	VAT	Total
€0.00	0.00 %	€0.00
€3,167.76	23.00 %	€728.58

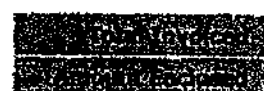


€3,167.76  
€728.58  
€3,896.34



20 JUL 2016  
*K. Kelly*

### An Garda Síochána Payment Authorisation



€3,896.34

Date Invoice Recd: 20/07/16 PSWT Y/N: NR  
Purchase Order No: 15749 Receipt No: 768613  
Currency: Prepared By: K. Kelly  
Signature: *K. Kelly*

### Shared Services Centre

Supplier Number  
Voucher Number  
Entered By  
Exchange Rate: Date:

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
15 JUL 2016  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8



# Sales Invoice

*Handwritten:* 12/5/16

An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01 6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01 6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975



Invoice No:	7005
A/C No:	3768
Inv. Date:	12 May 2016
Currency:	EUR
Ext Ref:	Eoghain McDermott

Item Description	VAT Rate	Net
Media Training date : 12th May 2016	23.00%	€4,500.00

VAT Analysis

Net	Rate	VAT
€4,500.00	23.00 %	€1,035.00

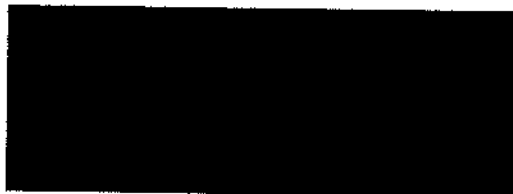
Net Total	€4,500.00
VAT	€1,035.00
Invoice Total	€5,535.00

Stamp: 20 JUL 2016  
*Handwritten signature:* [Signature]

Total Now Due	€5,535.00
Amount Enclosed	

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.

BACS



An Garda Síochána  
 Payment Authorisation  
 Date Invoice Recd: 20.7.16 PSWT Y/N: [initials]  
 Purchase Order No: 153450 Receipt No: 168614  
 Currency: Euro Entered By: [Signature]  
 Signature: [Signature]

Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: .....

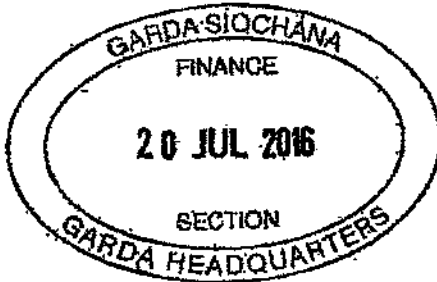
GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 15 JUL 2016  
 [Signature]  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# Sales Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6445708  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	7165
A/C No:	3768
Inv. Date:	12 Jul 2016
Currency:	EUR
Ext Ref:	Eoghan McDermott

Item Description	VAT Rate	Net
Media skills training Training Date 5th July 2016	23.00%	€3,600.00

VAT Analysis		
Net	Rate	VAT
€3,600.00	23.00 %	€828.00

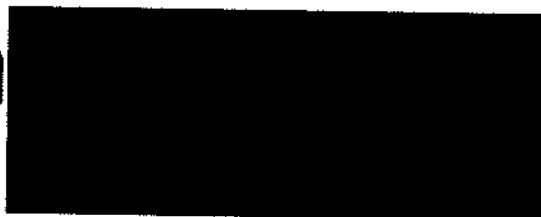
Net Total	€3,600.00
VAT	€828.00
Invoice Total	€4,428.00

20 JUL 2016  
*Handwritten signature*

Total Now Due	€4,428.00
Amount Enclosed	

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.

**BACS**

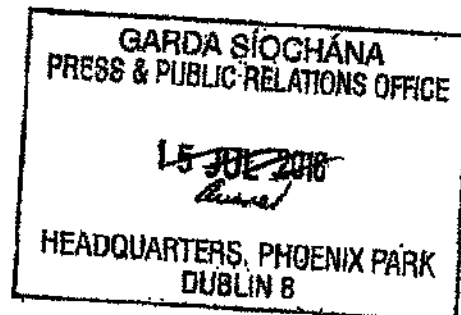


**An Garda Síochána  
Payment Authorisation**

Date Invoice Recd: 20.7.16. PSWT Y/N: *no*  
Purchase Order No.: 168615 Receipt No.: 168615  
Currency: EUR Prepared By: *K. Hill*  
Signature: *Handwritten signature*

**Shared Services Centre**

Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: .....





# An Garda Síochána



Form A.8

## Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT DISTRICT SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
8 Mar 2016	Media Skills training supplied by The Communications Clinic Invoice No 6795 (VAT €483.00)	€2,583.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
19 Apr 2016	Media Skills training supplied by The Communications Clinic Invoice No 6929 (VAT €59.00)	€369.00	
13 Apr 2016	Media Skills training supplied by The Communications Clinic Invoice No 6932 (VAT €34.20)	€1,894.20	
	<b>TOTAL</b>	<b>€4,846.20</b>	

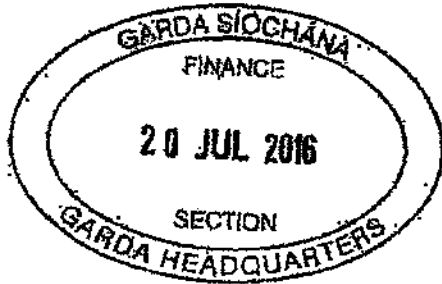
I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear, that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: [Signature] Block Caps: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 15 Jul 2016  
 Recommended By: [Signature] Block Caps: John Fears Rank: Supt Reg. No.: 2220510 Date: 15 July 2016  
 Approved By: [Signature] Block Caps: Andrew McCusker Rank: Director Reg. No.: 5501854 Date: 15/7/16

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 5449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	6795
A/C No:	3768
Inv. Date:	08 Mar 2016
Currency:	EUR
Ext Ref:	Eoghan McDermott

Item Description	VAT Rate	Net
Media Skills Training	23.00%	€2,100.00

VAT Analysis		
Net	Rate	VAT
€2,100.00	23.00%	€483.00

Net Total	€2,100.00
VAT	€483.00
Invoice Total	€2,583.00

20 JUL 2016  
*Handwritten signature*

**Total Now Due** €2,583.00  
**Amount Enclosed**

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.



GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
15 JUL 2016  
*Handwritten signature*  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

**An Garda Síochána**  
**Payment Authorisation**  
Date Invoice Recd: 20.7.16 PSWT Y/N: *no*  
Purchase Order No: 15853 Receipt No: 15853  
Currency: *EUR* Prepared By: *W. Mc...*  
Signature: *W. Mc...*

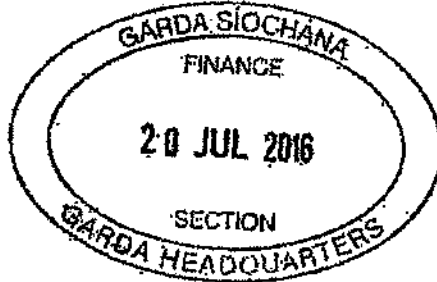
**Shared Services Centre**  
Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: .....

# Sales Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters,  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700.  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	6929
A/C No:	3768
Inv. Date:	19-Apr 2016
Currency:	EUR
Ext Ref:	Eoghan McDermott

Item Description	VAT Rate	Net
Media Skills.	23.00%	€300.00

VAT Analysis		
Net	Rate	VAT
€300.00	23.00%	€69.00

Net Total	€300.00
VAT	€69.00
Invoice Total	€369.00

20 JUL 2016  
*Handwritten signature*

Total Now Due €369.00  
Amount Enclosed

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.



### An Garda Síochána

### Payment Authorisation

Date Invoice Received: 20/7/16 PSWT Y/N: No  
 Purchase Order No: 155453 Receipt No: 164617  
 Currency: Euro Prepared By: R. V. 11/16  
 Signature: *Handwritten signature*

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: ..... Date: .....  
 Exchange Rate: .....

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 15 JUL 2016  
*Handwritten signature*  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# Sales Invoice

*[Handwritten signature]*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

.6932  
3768  
Apr 13, 2016  
May 13 2016

EUR  
Eoghan McDermott

Item Description	Quantity	Unit Price	Total Price	VAT %	Total VAT
-NON PR Media Skills Training [REDACTED]				23.00 %	€900.00
-NON PR Garda Newsbeat Newsletter	1.00	€640.00	€640.00	23.00 %	€640.00
NOTE Lead Consultant: Eoghan McDermott	0.00	€0.00	€0.00	0.00 %	€0.00

VAT Analysis

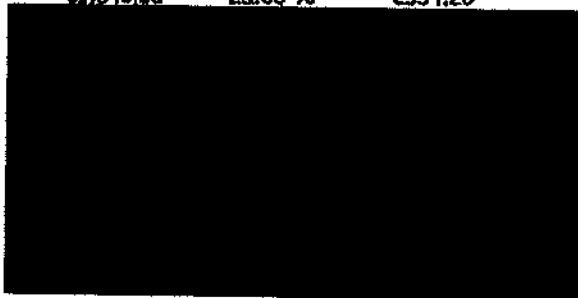
Net	VAT	Total
€0.00	0.00 %	€0.00
€1,540.00	23.00 %	€354.20

[REDACTED]
[REDACTED]
[REDACTED]

€1,540.00  
€354.20  
€1,894.20

20 JUL 2016

*[Handwritten signature]*



An Garda Síochána

Payment Authorisation

Date Invoice Recd: 20/7/16 PSWT Y/N: NO  
Purchase Order No: 133954 Receipt No: 16618  
Currency: Euro Prepared By: K. McO  
Signature: *[Handwritten signature]*

Shared Services Centre

Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: .....

[REDACTED]
[REDACTED]

€1,894.20

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
15 JUL 2016  
*[Handwritten signature]*  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

# An Garda Siochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
17 Feb 2016	Media Skills training supplied by The Communications Clinic Invoice No 6569 (VAT €4,286.09)	€2,921.26	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
23 Mar 2016	Media Skills training supplied by The Communications Clinic Invoice No 6759 (VAT €414.00)	€2,214.00	
11 Mar 2016	Media Skills training supplied by The Communications Clinic Invoice No 6777 (VAT €1,022.79)	€5,469.70	
	<b>TOTAL</b>	<b>€30,604.96</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

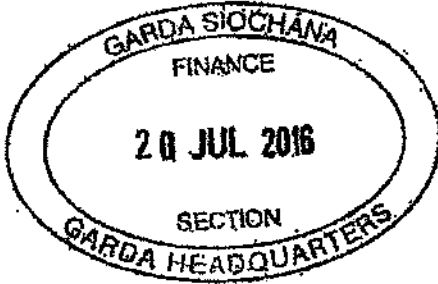
Signed: Brenda O'Grady Block Caps: Brenda O'Grady Rank: CC Reg. No.: S0137456 Date: 15 Jul 2016  
 Recommended By: John Ferris Block Caps: John Ferris Rank: Supt Reg. No.: 22205 Date: 15 June 2016  
 Approved By: [Signature] Block Caps: Andrew Mulvaney Rank: Div Commr Reg. No.: S501355 Date: 15 July 16

# Sales Invoice

*Approved*  
*[Signature]*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



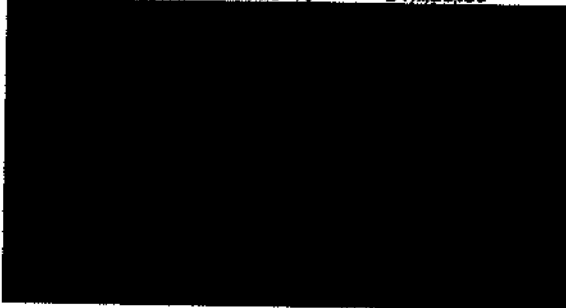
Invoice No	6569
VAT No	3768
Invoice Date	Feb 17 2016
Due Date	Mar 18 2016
Order Ref	
Currency	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Value
NOTE	Lead Consultant: Eoghan McDermott	0.00	€0.00	0.00 %	€0.00

### VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€18,635.17	23.00 %	€4,286.09

Net Total	€18,635.17
VAT	€4,286.09
Invoice Total	€22,921.26



20 JUL 2016  
*[Signature]*

Total Invoice Amount Enclosed

€22,921.26

### An Garda Síochána

### Payment Authorisation

Date Invoice Recd. 20/7/16 PWT Y/N no  
 Purchase Order No. 133455 Receipt No. 16817  
 Currency: EUR Prepared By: K. O'Leary  
 Signature: [Signature]

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: .....

# Sales Invoice

An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01-6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01-6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975



Invoice No.	6569
A/C No.	3768
Inv Date	Feb 17 2016
Due Date	Mar 18 2016
Order Ref	
Agency	EUR

Item Code	Description	Qty	Price	VAT Rate	Net
-NON PR	Media Skills Training with Eoghan McDermott, Friday 15th January 2016 : [REDACTED] Monday 18th January 2016 : [REDACTED] Tuesday 19th January 2016 : [REDACTED] Wednesday 20th January 2016 : [REDACTED] Wednesday 27th January 2016 : [REDACTED] Thursday 28th January 2016 : [REDACTED] Tuesday 2nd February 2016 : [REDACTED] Total Participants: [REDACTED]	[REDACTED]	€18,300.00	23.00 %	€18,300.00
-THP	PLUS Mileage: Templemore to Dublin 20th & 27th January 2016 142KM x 4 x 0.5907 = €335.176	[REDACTED]	€335.17	23.00 %	€335.17

*[Handwritten signature]*  
 20 JUL 2016

**An Garda Síochána**  
**Payment Authorisation**  
 Date Invoice Recd: ..... PSWT Y/N: .....  
 Purchase Order No: ..... Receipt No: .....  
 Currency: ..... Prepared By: .....  
 Signature: .....  
**Shared Services Centre**  
 Supplier Number: .....  
 Voucher Number: .....  
 Entered By: ..... Date: .....  
 Exchange Rate: .....

**GARDA SÍOCHÁNA**  
**PRESS & PUBLIC RELATIONS OFFICE**  
 14 JUL 2016  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# Sales Invoice

*Handwritten signature*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road,  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:	6759
A/C No:	3768
Inv. Date:	22 Mar 2016
Currency:	EUR
Ext Ref:	Eoghan McDermott

Item Description	VAT Rate	Net
Media Skills Training	23.00%	€1,800.00
VAT Analysis		
Net	Rate	VAT
€1,800.00	23.00 %	€414.00

Net Total	€1,800.00
VAT	€414.00
Invoice Total	€2,214.00

*Handwritten: COPY*  
*20 JUL 2016*  
*Signature*

**Total Now Due** €2,214.00  
**Amount Enclosed**

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.



An Garda Síochána

Date: *20 Jul 2016* Pay: *71.16* Authorisation: *No*

Order No: *155456* Receipt No: *168620*

Prepared By: *R. Kelly*

Services Cent

Number: .....  
Order No: .....  
Entered By: .....  
Exchange Rate: ..... Date: *20/07/2016*

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
*15 JUL 2016*  
*Richard*  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

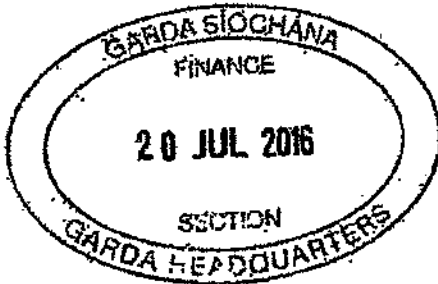


# Sales Invoice

*Handwritten signature*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 8404597S



Invoice No:	6777
A/C No:	3768
Inv. Date:	11 Mar 2016
Currency:	EUR
Ext Ref:	Eoghán McDermott

Item Description	VAT Rate	Net
Media Skills. Plus mileage Adelaide Road to Galway return 418 * 0.5907 = 246.91	23.00%	€4,446.91

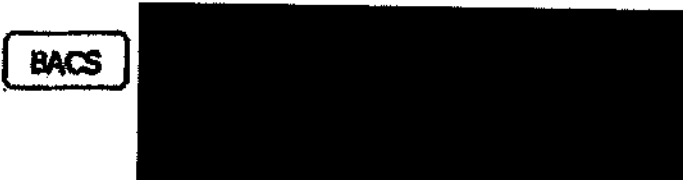
VAT Analysis		
Net	Rate	VAT
€4,446.91	23.00. %	€1,022.79

Net Total	€4,446.91
VAT	€1,022.79
Invoice Total	€5,469.70

20 JUL 2016  
*Handwritten signature*

Total Now Due	€5,469.70
Amount Enclosed	

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.

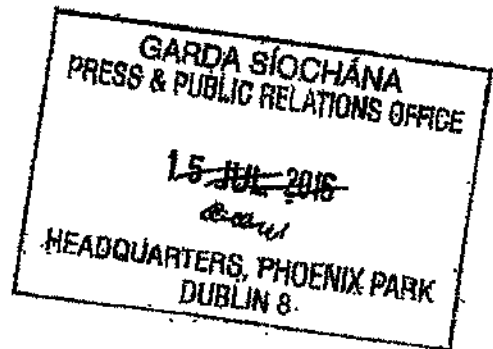


**An Garda Síochána**  
**Payment Authorisation**

Date Invoice Recd: 20.7.16 PSWT Y/N: *Nil* Receipt No: 71861  
 Purchase Order No: 15827-7 Prepared By: *L. Hogg*  
 Currency: *€* Signature: *[Signature]*

**Shirad Services Centre**

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: ..... Date: .....  
 Exchange Rate: .....



# An Garda Siochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
7 Jul 2016	Media Skills training supplied by The Communications Clinic	€5,166.00	The Communications Clinic The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7117		
<b>TOTAL -</b>		<b>€5,166.00</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: [Signature] Block Capital Brenda O'Grady Rank CO Reg. No.: 50137456 Date: 7 Jul 2016

Recommended By: [Signature] Block Capital John Farrell Rank: Supt Reg. No.: 222050 Date: 8 Jul 2016

Approved By: [Signature] Block Capital Annemaw McQuinn Rank: Director Reg. No.: 5509354 Date: 13 Jul 2016

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

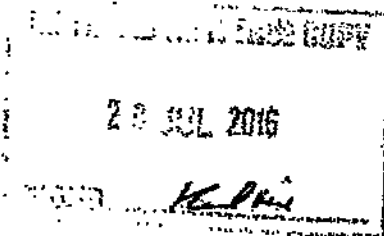


Invoice No:	7117
A/C No:	3768
Inv. Date:	05 Jul 2016
Currency:	EUR
Ext Ref:	Barry McLoughlin

Item Description	VAT Rate	Net
Media Skills Training Date 27th June 2016	23.00%	€4,200.00

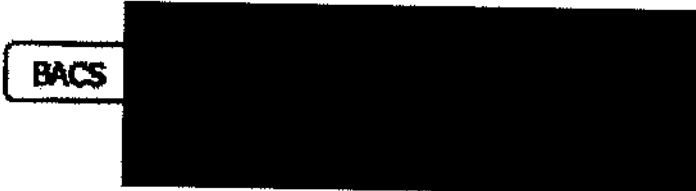
VAT Analysis		
Net	Rate	VAT
€4,200.00	23.00 %	€966.00

Net Total	€4,200.00
VAT	€966.00
Invoice Total	€5,166.00



Total Now Due	€5,166.00
Amount Enclosed	

Your Payment Terms: 30 Days - Important: Please quote invoice number on all remittances. Please send a remittance advice with all EFT Payments.



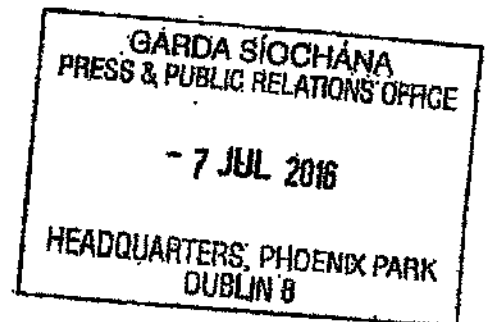
### An Garda Síochána

#### Payment Authorisation

Date Invoice Recd: 20.7.16 PSWT Y/N: NA Receipt No: 162472  
 Purchase Order No: 755458 Prepared By: K. O'Leary  
 Currency: ...  
 Signature: ...

#### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: .....



An Garda Siochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
5 Jul 2016	Mileage from Dublin to Templemore to give course (7172) (€167.75 + €38.58 VAT)	€206.33	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
29 Jul 2016	Media Skills training supplied by The Communications Clinic Invoice No 7204 (€1673.90 + VAT €385.00)	€2,058.90	
	<b>TOTAL -</b>	<b>€2,265.23</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

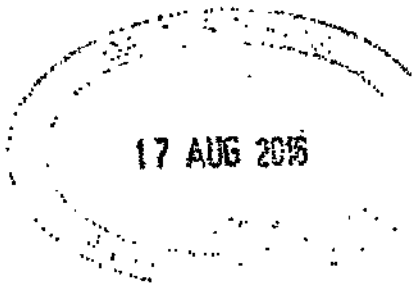
Signed: Brenda O'Grady Block Capst: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 9 Aug 2016  
 Recommended By: P. Murray Block Capst: P. Murray Rank: Sergeant Reg. No.: 24189L Date: 9 Aug 2016  
 Approved By: [Signature] Block Capst: Andrew McInnes Rank: Dial Car Reg. No.: S201734 Date: 9 Aug 2016

# Invoice

*Handwritten signature*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No:
7172
7368
Jul 5 2016
Aug 4 2016
Order Ref:
Order Ref:
Currency:
EUR

7172  
3768  
Jul 5 2016  
Aug 4 2016  
EUR

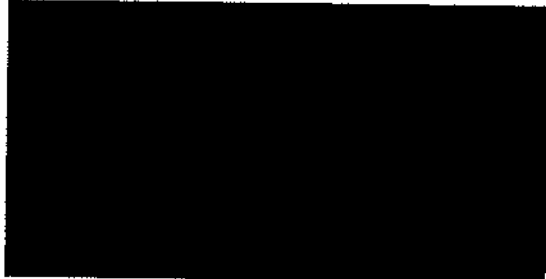
Item	Description	Qty	Price	VAT %	VAT Amt
-THP	Mileage, Dublin - Templemore -Dublin. 282KM @ 0.5907 Per KM. Total Mileage Charge €167.75	1.00	€167.75	23.00 %	€167.75

### VAT Analysis

Net	Rate	VAT
€167.75	23.00 %	€38.58

Net Total
VAT
Invoice Total

€167.75  
€38.58  
€206.33



An Garda Síochána

Payment Authorisation

Date Invoice Recd: 17/8/16 PSWT 7/N No  
 Purchase Order No: 180306 Recd by: 1169/08  
 Currency: EUR Prepared by: 1169/08  
 Signature: *[Signature]*

Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: / /

Total Invoice	€206.33
Amount Received	

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 - 9 AUG 2016  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

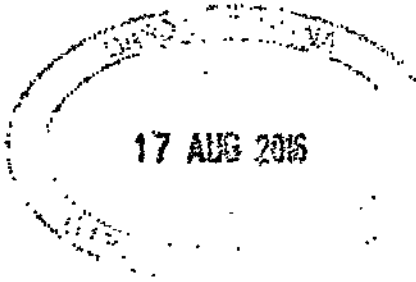
# Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

SPOR-1A - 221159/16



Invoice No.	7204
Invoice Ref.	3768
Invoice Date	Jul 31 2016
Invoice Due Date	Aug 30 2016
Currency	EUR

Code	Description	Qty	Price	VAT Rate	Net
- NON PR	Media Skills Training. Training Date: 29th July 2015. Total Fee: €1,500.00 Subject to 23% VAT		€1,500.00	23.00 %	€1,500.00
-THP	Mileage: Dublin to Templemore and Return 294.90 KM @ €0.5907 Per KM. Total mileage claim €173.90, subject to 23% VAT.		€173.90	23.00 %	€173.90
<b>VAT Analysis</b>					
					€1,673.90
					€385.00
					€2,058.90



An Garda Síochána  
Payment Authorisation  
Shared Services Centre

Date Invoice Recd: 17/8/16  
Purchase Order No: 15234  
Currency: EUR  
Signature: *[Signature]*

Total Invoiced: €2,058.90  
Amount Enclosed

Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: .....

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 9 AUG. 2016  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

An Garda Siochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT G 9 0 2 0 Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (Block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
20+21/7/16	Media Skills training supplied by The Communications Clinic Invoice No 7296 (VAT €552.00)	€2,952.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	TOTAL -	€2,952.00	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: [Signature] Block Capital: Brenda O'Grady Rank: CO Reg. No.: 50137456 Date: 30 Aug 2016

Recommended By: [Signature] Block Capital: Laura Farrell Rank: Supt Reg. No.: 22280 Date: 30 Aug 2016

Approved By: [Signature] Block Capital: ANDREW MURPHY Rank: DIRECTOR Reg. No.: S0013534 Date: 30 Aug 2016

# Invoice

28

*Jeffery 26/09/16*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

28 SEP 2016

7296  
3768  
Aug 29 2016  
Sep 28 2016  
EUR

Description	Qty	Price	VAT Rate	Net
- NON PR Media Skills Training on 20th & 21st July 2016		€1,200.00	23.00 %	€2,400.00
NOTE Lead Consultant:		€0.00	0.00 %	€0.00

VAT Analysis:

Net	Rate	VAT
€0.00	0.00 %	€0.00
€2,400.00	23.00 %	€552.00

Net Total: €2,400.00 ✓  
VAT: €552.00 ✓  
Gross Total: €2,952.00 ✓



An Garda Síochána

Payment Authorised

Date Invoice Recd: 28/9/16  
Purchase Order No: 15800  
Currency: Euro  
Signature: [Signature]

Shared Services Centre

Supplier Number: \_\_\_\_\_  
Voucher Number: \_\_\_\_\_  
Entered By: \_\_\_\_\_ Date: \_\_\_\_\_  
Creating Ref: \_\_\_\_\_

Total Invoice Amount Enclosed: €2,952.00

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
30 AUG 2016  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8



60199

SUPPLIER DETAILS

(ALL FIELDS MUST BE COMPLETED)

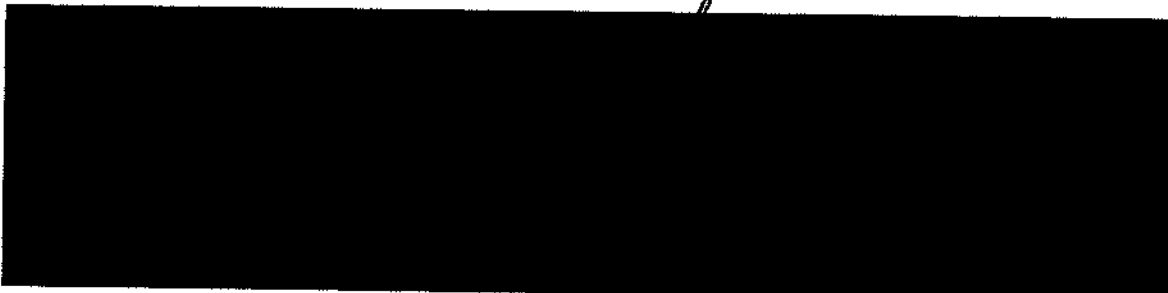
Supplier Name: The Communications Clinic. Hd.

Supplier Address: The Old Synagogue.

No 37 Adelaide Road

Dublin 2

PPS/VAT Number: 6404597S



E-Mail Address (for remittance advice); info@communicationsclinic.ie

*(Please note that Remittance Notices are supplied by e-mail only. Paper remittance notices are no longer provided)*

Please return this form by post to: **FINANCIAL MANAGEMENT SYSTEM OFFICE,**  
**FINANCE SECTION, GARDA HEADQUARTERS, PHOENIX PARK, DUBLIN 8,** BY FAX TO:  
**01-6662134** OR BY E-MAIL TO finance.fms@garda.ie

# An Garda Síochána

Form A.8

## Account of Expenses (Miscellaneous)



DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Media Training

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
26 Aug 2016	Media Skills training supplied by The Communications Clinic Invoice No 7291 (VAT €897.00)	€4,797.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
30 Sep 2016	Media Skills training supplied by The Communications Clinic Invoice No 7391 (VAT €276.00)	€1,476.00	
30 Sep 2016	Media Skills training supplied by The Communications Clinic Invoice No 7392 (VAT €414.00)	€2,214.00	
	<b>TOTAL</b>	<b>€8,487.00</b>	

I certify that the above account is correct in every particular: that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

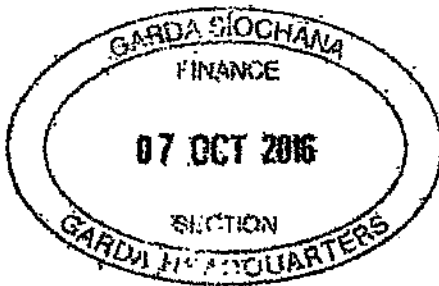
Signed: [Signature] Block Caps: Brenda O'Grady Rank: CO Reg. No.: 50137456 Date: 4 Oct 2016  
 Recommended By: [Signature] Block Caps: JOHN BERRY Rank: SMT Reg. No.: 2205 Date: 4 Oct 2016  
 Approved By: [Signature] Block Caps: [Signature] Rank: [Signature] Reg. No.: [Signature] Date: [Signature]

# Sales Invoice

*Handwritten initials/signature*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01-6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



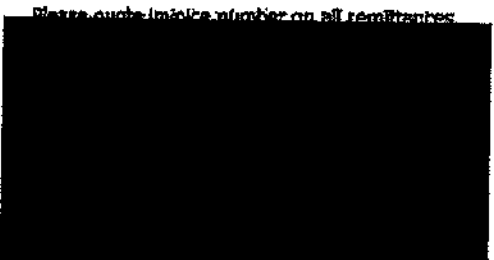
Invoice No.	7291
By G/N	3768
Inv. Date	Aug 26 2016
Due Date	Sep 25 2016
Cr. Ref	
Currency	EUR

Item Code	Description	Qty	Price	VAT Rate	Net
- NON PR	Media Skills Training Training Date: 18th August 2016. Total Fee:		€2,700.00	23.00 %	€2,700.00
- NON PR	Media Skills Training on 22nd August 2016.		€300.00	23.00 %	€300.00
- NON PR	Media Skills Training on 24th August 2016		€900.00	23.00 %	€900.00

VAT Analysis

Net	Rate	VAT
€3,900.00	23.00 %	€897.00

Net Total	€3,900.00
VAT	€897.00
Invoice Total	€4,797.00



An Garda Síochána  
Payment Authorisation

Date Invoice Recd: 7.10.16  
Purchase Order No: 128889  
Currency: Euro  
Signature: [Handwritten Signature]  
Receipt No: 171964  
Prepared By: K. RMC

Shared Services Centre

Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: Date: .....

Total Invoiced	€4,797.00
Amount Enclosed	

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 4 OCT 2016  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

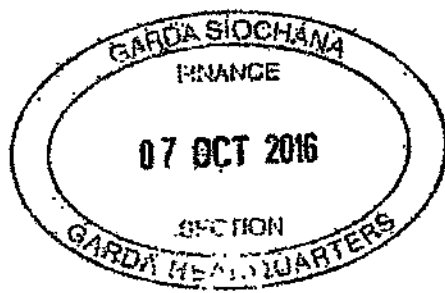
Handwritten notes and signature at the bottom right of the invoice.

# Sales Invoice

*Handwritten signature/initials*

An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01 6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01 6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975



Invoice No:	7391
A/C No:	3768
Inv. Date:	Sep 30 2016
Due Date:	Oct 30 2016
Order Ref:	
Currency:	EUR

Qty	Item Description	Qty	Price	VAT Rate	Total
- NON PR	Media Skills Training on 23rd September 2016. Subject to 23% VAT	1.00	€1,200.00	23.00 %	€1,200.00
NOTE	Lead Consultant:	1.00	€0.00	0.00 %	€0.00

VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€1,200.00	23.00 %	€276.00

Net Total	€1,200.00
VAT	€276.00
Invoice Total	€1,476.00

An Garda Síochána  
 Payment Authorisation

Date Invoice Recd: 7.10.16 PSWT Y/M: 10  
 Purchase Order No: 15.8451 Receipt No: 171866  
 Currency: Euro Prepared By: K. O'Leary  
 Signature: *K. O'Leary*

Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: ..... Date: .....  
 Exchange Rate: .....

Total Invoiced	€1,476.00
Amount Enclosed	

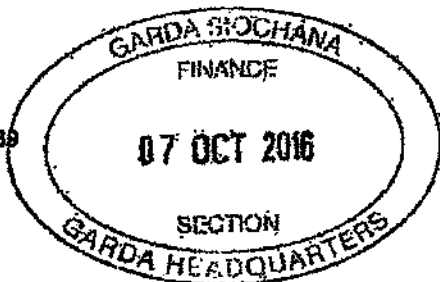
GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 - 4 OCT 2016  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

*Handwritten signature*

# Invoice

*Handwritten signature/initials*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039



The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

Invoice No.	7392
W/G No.	3768
Inv. Date	Sep 30 2016
Due Date	Oct 30 2016
Order Ref.	
Currency	EUR

Udang Code	Description	Qty	Price	VAT Rate	Net
- NON PR	Media Skills Training on 30th September 2016.	1.00	€1,800.00	23.00 %	€1,800.00
NOTE	Lead Consultant:	1.00	€0.00	0.00 %	€0.00

VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€1,800.00	23.00 %	€414.00

Net Total	€1,800.00
VAT	€414.00
Invoice Total	€2,214.00

An Garda Síochána

Payment Authorization

Date Invoice Recd: 21/10/16 PSWT Y/N: NO  
Purchase Order No: 153454 Receipt No: 171268  
Currency: EUR Prepared By: K. O'Neil  
Signature: *[Handwritten Signature]*

Shared Services Centre

Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: / /

Total Invoiced	€2,214.00
Amount Enclosed	

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 4 OCT 2016  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

07 2016

*Handwritten signature*

# An Garda Síochána



Form A.8

## Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT COST CENTRE G

9	0	2	0
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Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Consultancy Work for October - December

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
25 Oct 2016	Consultancy Work for October, November and December 2016	€7,500.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7467	€1,725.00	
	<b>TOTAL</b>	<b>€9,225.00</b>	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: *Brenda O'Grady* Block Caps: ( Brenda O'Grady ) Rank: CO Reg. No.: s0137456 Date: 25 Oct 2016

Recommended By: *Pam Murray* Block Caps: ( Pam Murray ) Rank: Supt Reg. No.: 24974 Date: 25.10.16

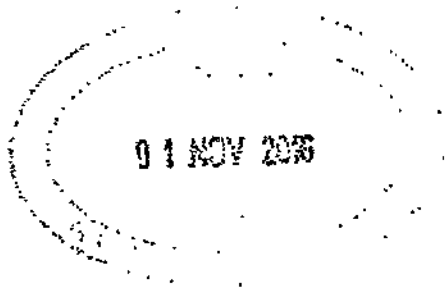
Approved By: *Andrew Nicolson* Block Caps: ( Andrew Nicolson ) Rank: Director Reg. No.: S86184 Date: 26.10.16

# Invoice

An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01 6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01 6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975

*Handwritten initials/signature*



Invoice No.
7467
Account No.
3768
Invoice Date
Oct 25 2016
Invoice Due Date
Nov 24 2016
Invoice Currency
EUR

7467  
 3768  
 Oct 25 2016  
 Nov 24 2016  
 EUR

Code	Description	Qty	Unit Price	Total Price	VAT %	VAT	Total
- PR	Consultancy Work. October, November & December 2016.	1.00	€7,500.00	€7,500.00	23.00 %	€1,725.00	€9,225.00

### VAT Analysis

No.	Rate	VAT
€7,500.00	23.00%	€1,725.00

Net Total
€7,500.00
VAT
€1,725.00
Grand Total
€9,225.00

€7,500.00  
 €1,725.00  
 €9,225.00



Total Invoice
€9,225.00
Amount Due
€9,225.00

€9,225.00

An Garda Síochána

Payment Authorisation

Date Invoice Received: 11/11/16  
 Purchase Order No.: 15416  
 Company: EWS  
 Signature: [Signature]  
 Shared Services Centre

Supplier Number: .....  
 Vendor Number: .....  
 Entered By: .....  
 Exchange Label: ..... Rate: .....

13010  
 15416

# An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Strategy Session

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Outlet should be made out) (ADDRESS IF THIRD PARTY)
3 Nov 2016	Strategy Session supplied by The Communications Clinic	€738.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7515 (€600.00 + €138.00 VAT)		
	TOTAL	€738.00	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge of official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Caps: Brenda O'Grady ) Rank: CO Reg. No.: 50137456 Date: 8 Nov 2016  
 Recommended By: P. P. Murray Block Caps: P. P. Murray ) Rank: Supervisor Reg. No.: 24187L Date: 8.11.16  
 Approved By: [Signature] Block Caps: Andrew McElroy ) Rank: Director Reg. No.: 550755 Date: 9/11/16



# Invoice

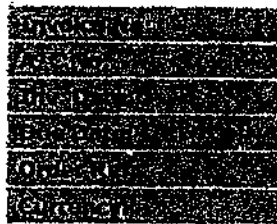
An Garda Síochána  
 Garda Headquarters  
 Phoenix Park  
 Dublin 8  
 Telephone: 01 6662039

The Communications Clinic Ltd  
 The Old Synagogue, No.37 Adelaide Road  
 Dublin 2  
 Telephone: 01 6449700  
 Email: info@communicationsclinic.ie  
 VAT No.: 64045975

*AB.160265*  
*✓*  
*16/11/16*

033011 - 69070

16 NOV 2016



✓  
 7515  
 3768  
 Nov 8 2016  
 Dec 8 2016  
 EUR

Item No.	Description	Qty	Unit Price	Total Price	VAT %	Total VAT
- PR	Strategy Session on 3rd Nov 2016.	1.00	€600.00	€600.00	23.00 %	€600.00

VAT Analysis

Net	VAT	Total
€600.00	€138.00	€738.00

€600.00	€600.00
€138.00	€138.00
€738.00	€738.00



An Garda Síochána

Approved Authority

Date Invoice Issued: 16/11/16  
 Invoice No: 160265  
 Supplier No: 17386  
 Signature: [Signature]

Steadfast Services Centre

Supplier Number: .....  
 Supplier Name: .....  
 Supplier Address: .....



€738.00 ✓

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
 - 8 NOV 2016  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

# Sales Invoice

*Handwritten initials/signature*

An Garda Síochána  
Garda Headquarters,  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No. 7490  
A/C No. 3768  
Inv. Date Oct 28 2016  
Date Recd Nov 27 2016  
Order Ref.  
Currency EUR

Item Code	Description	Qty	Unit Price	VAT Rate	Total
-- NON PR	Writing Skills Course on 20th October 2016		€1,050.00	23.00 %	€1,050.00
-- NON PR	Writing Skills Course on 21st October 2016		€2,700.00	23.00 %	€2,700.00

VAT Analysis			Totals	
Net	Rate	VAT	Net Total	VAT
€3,750.00	23.00 %	€862.50	€3,750.00	€862.50
			Invoice Total	€4,612.50

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.



An Garda Síochána  
Payment Authorisation  
Date Invoice Recd: 11/1/17  
Purchase Order No: 16252  
Currency: EUR  
Signature: *[Signature]*  
Shared Services Centre

PSWT Y/N: No  
Receipt No: 176209  
Prepared By: *[Signature]*  
Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: 11/1/17

Total Invoiced: €4,612.50  
Amount Enclosed

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
20 DEC 2016  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

# Sales Invoice

*Handwritten signature*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



Invoice No.	7665
A/C No.	3768
Inv. Date	Dec 12 2016
Due Date	Dec 31 2016
Order Ref.	
Currency	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
-- NON PR	Writing Skills Course on 23rd & 24th November 2016.			23.00 %	€4,000.00
NOTE				0.00 %	€0.00

### VAT Analysis

Net	Rate	VAT
€0.00	0.00 %	€0.00
€4,000.00	23.00 %	€920.00

Net Total	€4,000.00
VAT	€920.00
Invoice Total	€4,920.00

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.



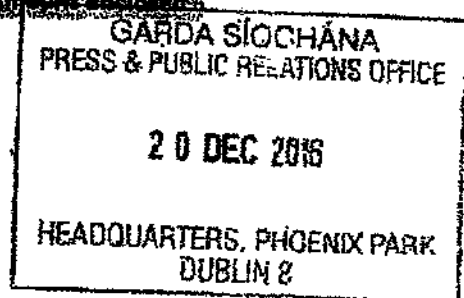
### An Garda Síochána Payment Authorisation

Date Invoice Recd: 11/1/17 P.M.T. Y/M  
 Purchase Order No: 162645 Receipt No: 136590  
 Currency: EUR Prepared By: [Signature]  
 Signatures: [Signature]

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: / /

Total Invoiced	€4,920.00
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# An Garda Síochána



Form A.8

## Account of Expenses (Miscellaneous)

DIVISION Garda Press Office DISTRICT Garda Press Office SUB-DISTRICT Press office COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Writing Skills courses

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
28 Oct 2016	Writing skills Skills training supplied by The Communications Clinic	€4,612.50	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7490 (€3,750.00 - €862.50 VAT)		
1 Dec 2016	Writing Skills training supplied by The Communications Clinic	€4,920.00	
	Invoice No 7665 (€4,000.00 + €920.00 VAT)		
	<b>TOTAL -</b>	<b>€9,532.50</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

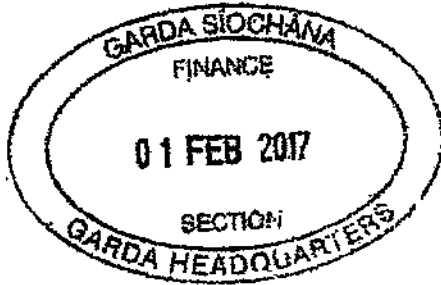
Signed: Brenda O'Grady Block Caps: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 20 Dec 2016  
 Recommended By: [Signature] Block Caps: [Signature] Rank: Sgt Reg. No.: 222059 Date: 20 Dec 16  
 Approved By: [Signature] Block Caps: Andrew Williamson Rank: DI Reg. No.: SS01735 Date: 21/12/16

*Handwritten signature/initials*

# Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975



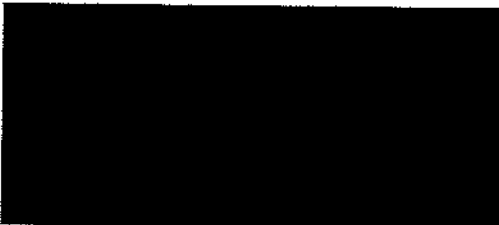
Invoice No:	7795
R/C No:	3768
Inv. Date:	Jan 19 2017
Dist. Date:	Feb 18 2017
Order Ref:	
Currency:	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
- PR	Consultancy Work January 2017	1.00	€2,500.00	23.00 %	€2,500.00

VAT Analysis		
Net	Rate	VAT
€2,500.00	23.00 %	€575.00

Net Total	€2,500.00
VAT	€575.00
Invoice Total	€3,075.00

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.



An Garda Síochána

Payment Authorisation

Date Invoice Recd: 19/1/17 PSWT V/N: 16  
 Purchase Order No: 16324 Receipt No: 17211  
 Currency: EUR Prepared By: [Signature]  
 Signature: [Signature]

Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: ..... Date: .....  
 Exchange Rate: ..... Date: .....

Total Invoiced	€3,075.00
Amount Enclosed	

GARDA SÍOCHÁNA  
 PRESS & PUBLIC RELATIONS OFFICE  
  
 25 JAN 2017  
  
 HEADQUARTERS, PHOENIX PARK  
 DUBLIN 8

An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

*2017  
Garda*

DIVISION Corporate Communicatio DISTRICT Corporate Communicatio SUB-DISTRICT Corporate Communicati COST CENTRE G 

9	0	2	0
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Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Consultancy work

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
25 Jan 2017	Consultancy work by The Communications Clinic For 19/1/17 - 18/2/17 Invoice No 7795 (€2,500.00 + €575.00 VAT)	€3,075.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	<b>TOTAL</b>	<b>€3,075.00</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

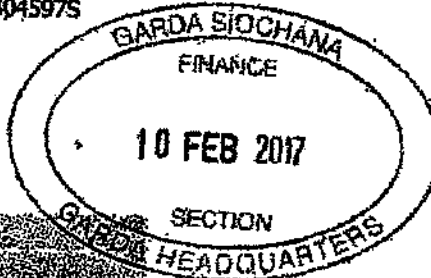
Signed: Brenda O'Grady Block Caps: Brenda O'Grady Rank: CO Reg. No.: S0137456 Date: 25 Jan 2017  
 Recommended By: John Ferris Block Caps: John Ferris Rank: Supt Reg. No.: 22209 Date: 25/1/2017  
 Approved By: Andrew McIlwain Block Caps: Andrew McIlwain Rank: DIRECTOR Reg. No.: SS61784 Date: 25/1/2017

# Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 6404597S

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 8 FEB 2017  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8



Invoice No:  
AV/No:  
Inv. Date:  
Due Date:  
Order Ref:  
Currency:

7823  
3768  
Jan 31 2017  
Mar 7 2017  
  
EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
- NON PR	Press Release Writing on 30th January 2017			23.00 %	€1,000.00
- NON PR	Media Training on 19th & 24th January 2017			23.00 %	€3,600.00

VAT Analysis			Net Total	VAT	Invoice Total
Net	Rate	VAT			
€4,600.00	23.00 %	€1,058.00	€4,600.00	€1,058.00	€5,658.00

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.



### An Garda Síochána

### Payment Authorisation

Date Invoice Recd: 10/2/17 PSMT Y/N: No  
Purchase Order No: 16526 Receipt No: 138217  
Currency: € Prepared By: [Signature]  
Signature: [Signature]

### Shared Services Centre

Supplier Number: .....  
Voucher Number: .....  
Entered By: ..... Date: .....  
Exchange Rate: .....

Total Invoiced: €5,658.00  
Amount Enclosed: .....

An Garda Síochána



Form A.3

Account of Expenses (Miscellaneous)

DIVISION Corporate Communication DISTRICT Corporate Communication SUB-DISTRICT Corporate Communication COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Consultancy work

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
31 Jan 2017	Press Release writing course on the 30/1/17 Media training on the 19 + 24/1/17 Invoice No 7823 (€4,600.00 + €1,058.00 VAT)	€5,658.00	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	TOTAL	€5,658.00	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear, that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady  
Recommended By: Faith Murray  
Approved By: Andrew McCusker

Block Capital: Brenda O'Grady Rank: CO  
Block Capital: Faith Murray Rank: Sgt  
Block Capital: Andrew McCusker Rank: Pvt

Reg. No.: 50137456 Date: 8 Feb 2017  
Reg. No.: 21187 Date: 8-2-17  
Reg. No.: 5507351 Date: 8-2-17

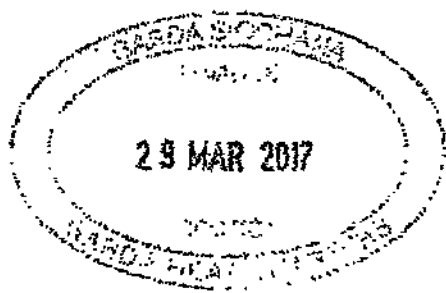


*Handwritten signature/initials*

# Invoice

AIB plc,  
Payment Operations - Accounts Payable  
1 Adelaide Road  
Dublin 2

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

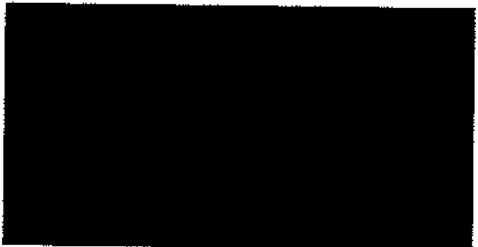


Invoice No:	7933
A/C No:	1928
Inv. Date:	Mar 9 2017
Due Date:	Mar 16 2017
Order Ref:	
Currency:	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
-- NON PR	Communications Skills Training, February 2017			23.00 %	€525.00

VAT Analysis			Net Total	€525.00
Net	Rate	VAT	VAT	€120.75
€525.00	23.00 %	€120.75	Invoice Total	€645.75

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.



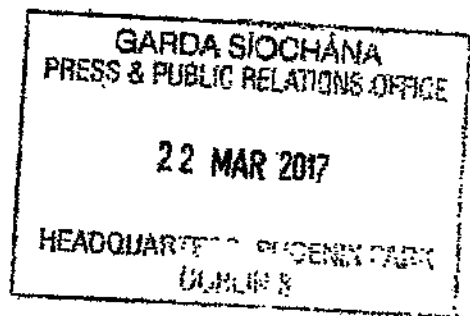
### An Garda Síochána Payment Authorisation

Date Invoice Recd: 29/3/17 PSWT Y/M No: 180103  
 Purchase Order No: 162930 Receipt No: 180103  
 Currency: Euro Prepared By: J. O'Sullivan  
 Signature: *[Signature]*

### Shared Services Centre

Supplier Number: .....  
 Voucher Number: .....  
 Entered By: .....  
 Exchange Rate: ..... Date: / /

Total Invoiced	€645.75
Amount Enclosed	



An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Corporate Communications DISTRICT Corporate Communications SUB-DISTRICT Corporate Communications COST CENTRE C 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: Skills Training

Date Expense Incurred	Particulars	Amount	Name (Block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
9 Mar 2017	Skills training by The Communications Clinic For February 2017	€645.75	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 7933 (€525.00 + €120.75 VAT)		
	<b>TOTAL</b>	<b>€645.75</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Capital: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 22 Mar 2017  
 Recommended By: Paul Murray Block Capital: Paul Murray Rank: Supt Reg. No.: 222059 Date: 22 Mar 17  
 Approved By: Paul Murray Block Capital: Paul Murray Rank: Supt Reg. No.: 241976 Date: 28 March 17

# Invoice

P.O. 168804

✓

7/6/17

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 6404597S

084003 - 070000

07 JUN 2017

Invoice No:  
A/O No:  
Inv. Date:  
Due Date:  
Order Ref:  
Currency:

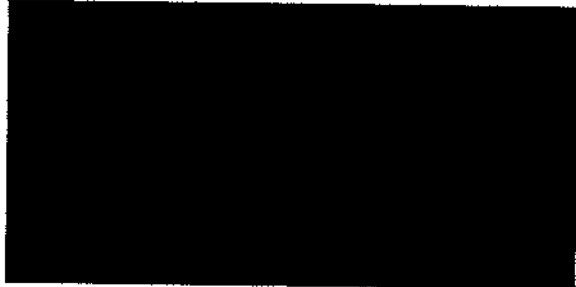
8225  
3768  
May 31 2017  
Jun 30 2017  
EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
PR	Media Analysis Project	1.00	€2,860.00	23.00 %	€2,860.00

VAT Analysis

Net	Rate	VAT
€2,860.00	23.00 %	€657.80

Net Total	€2,860.00
VAT	€657.80
Invoice Total	€3,517.80



An Garda Síochána  
Payment Authorization  
Date Invoiced Recd: 7/6/17  
Purchase Order No: 168804  
Currency: Euro  
Signature: [Signature]  
Shared Services Centre  
Fogher Number: [Redacted]  
Number Invoiced: [Redacted]  
Invoice Date: [Redacted]  
Invoice Status: [Redacted]

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
2 JUN 2017  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

Total Invoiced: €3,517.80

An Garda Síochána



Form A.8

Account of Expenses (Miscellaneous)

DIVISION Corporate Communicatio DISTRICT Corporate Communicatio SUB-DISTRICT Corporate Communicati COST CENTRE G 

9	2	6	9
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Account of Expenses incurred by: Charlton Tribunal

Nature of Duty/Expenditure: Media Analysis

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
31 May 2017	Media Analysis <span style="background-color: black; color: black;">[REDACTED]</span>	€3,517.80	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice No 8225 (€2,860.00 + €657.80 VAT)		
TOTAL -		€3,517.80	

I certify that the above account is correct in every particular, that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Caps: (Brenda O'Grady) Rank: CO Reg. No.: s0137456 Date: 2 Jun 2017

Recommended By: [Signature] Block Caps: (Paul Murray) Rank: Sgt Reg. No.: 2151k Date: 26/17

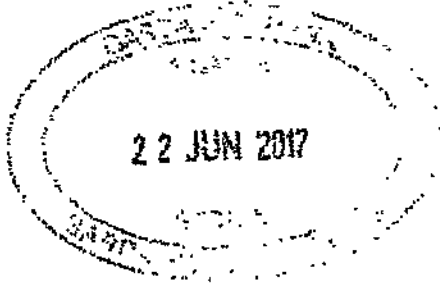
Approved By: [Signature] Block Caps: (Anthony Howery) Rank: Sup Reg. No.: 22411A Date: 26/17

# Invoice

12 *[Handwritten Signature]*

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 61045975



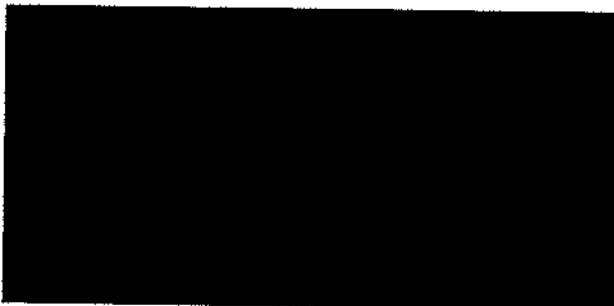
Invoice No:	8226
A/C No:	3768
Inv. Date:	May 31 2017
Due Date:	Jun 30 2017
Order Ref:	
Currency:	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
PR	Monthly PR Support			23.00 %	€2,500.00
TMP	Reads			23.00 %	€48.78
TMP	Accommodation in Limerick on 16th May 2017			23.00 %	€72.48
TMP	Mileage, Dublin to Limerick and Return, 16th May 2017			23.00 %	€159.44

VAT Analysis

Net	Rate	VAT
€2,780.70	23.00 %	€639.56

Net Total	€2,780.70
VAT	€639.56
Invoice Total	€3,420.26



An Garda Síochána  
Payment Authorisation  
Date invoice Recd: 30/6/17 PSWT Y/N: *[initials]*  
Purchase Order No: *[initials]* Receipt No: *[initials]*  
Currency: *[initials]* Prepared By: *[initials]*  
Signature: *[Signature]*  
Sharad Services Centre  
Supplier Number: .....  
Voucher Number: .....  
Entered By: .....  
Exchange Rate: ..... Date: .....

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 2 JUN 2017  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

Total Invoiced: €3,420.26



DIVISION Corporate Communicati DISTRICT Corporate Communicatio SUB-DISTRICT Corporate Communicati COST CENTRE G 9 0 2 0

Account of Expenses incurred by: Director of Communications

Nature of Duty/Expenditure: PR support, mileage and 2 invoices sent via Communications Clinic

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
23 May 2017	PR support, Reads and Accommodation invoices and Mileage	€3,420.26	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	Invoice NO 8226 (€2,780.70 + €639.56 VAT)		
	<b>TOTAL</b>	<b>€3,420.26</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

Signed: Brenda O'Grady Block Capts: Brenda O'Grady Rank: CO Reg. No.: s0137456 Date: 2 Jun 2017

Recommended By: John Farrell Block Capts: John Farrell Rank: SPT Reg. No.: 22250 Date: 13 June 2017

Approved By: [Signature] Block Capts: [Signature] Rank: [Signature] Reg. No.: s0137456 Date: 14/6/17



Invoice To:

An Garda Síochána  
The Financial Controller,  
The Communications Clinic,  
Adelaide Road, Dublin 2

Deliver To:

An Garda Síochána  
The Financial Controller,  
The Communications Clinic,  
Adelaide Road, Dublin 2

Invoice No.: 00033036

PO No: Amy Rose Harte

Invoice Date: 02/03/2017

Quantity

Details

Amount



Sign Printing  
Set Up

€44.71  
€4.07

VAT %	Total VAT	Sale Amount	Subtotal	€48.78
23%	€11.22	€48.78	Carriage	€0.00
			VAT	€11.22
			Total	€80.00
			Applied	€0.00
			Balance	€80.00

O'Flaherty's Reads Print & Design Bureau  
Bank Details: Sort Code 93-10-47, Account no. 70056180  
Please make all cheques payable to O'Flaherty's Ltd.  
VAT Reg Number: IE 6248151 B  
setanta.accounts@reads.ie

Setanta Centre, Nassau Street, Dublin 2  
 Phone: 01 679 9117  
 Fax: 01 679 6806  
 E-mail: info@reads.ie

**COMPANY:**  
*Garda Staff*

Date: *2nd March 2017*  
 Order Name:  
 Purchase Order NO: *Amy Rose Harte*  
 Staff Reference: *Gardai*

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
<i>Sign Printing</i>			<i>€ 55</i>
<i>Sold up</i>			<i>€ 5</i>

Received by: .....

V.A.T. No. 82481518  
**TERMS: STRICTLY 30 DAYS FROM DATE OF INVOICE**  
 Goods remain the property of Reads until paid in full (T&C Apply)

SUB TOTAL	<i>€ 60</i>
VAT @ <i>7.8%</i>	
<b>TOTAL</b>	<i>€ 60</i>



Gary

**From:** Design Reads  
**Sent:** 02 March 2017 12:50  
**To:** Gary  
**Subject:** FW: FAO Gavin

€60



**From:** Harte, Amy Rose [mailto: AmyRose.Harte@gardastaff.ie]  
**Sent:** Thursday, March 2, 2017 12:41 PM  
**To:** Design Reads <design@reads.ie>  
**Subject:** RE: FAO Gavin

**From:** Design Reads [mailto: design@reads.ie]  
**Sent:** 02 March 2017 12:41  
**To:** Harte, Amy Rose  
**Subject:** RE: FAO Gavin

Kind Regards,  
Gavin  
Graphic Designer

**Reads Design, Print & Display**

15-17, Upper Mount Street, Dublin 2

Phone: +353 (1) 6781117 Fax: +353 (1) 6781110 Email: [info@reads.ie](mailto:info@reads.ie) Web: [www.reads.ie](http://www.reads.ie)

INVOICE

Date: 10/02/17

Invoice Number: 157244

Invoice Date: 10/02/17

Henry Straif Gerald Emdin  
David Sheehan  
20 Main Street  
Dover, NH  
03820

Item #	Description	Quantity	Unit Price	Total Price
1001	...	...	...	...
1002	...	...	...	...
1003	...	...	...	...
1004	...	...	...	...
1005	...	...	...	...
Sub Total				...
Tax				...
Total				...

Call Now  
1-800-234-1234

10/02/17  
10/02/17  
10/02/17

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephones: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

Invoice No.	8318
A/C No.	3768
Inv. Date	Jun 30 2017
Due Date	Jul 30 2017
Order Ref.	
Currency	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
- NON PR	Media Skills Training			0.00%	€300.00

VAT Analysis			Net Total	€7,452.85
Net	Rate	VAT	VAT	€1,162.16
€5,052.85	23.00 %	€1,162.16	Invoice Total	€8,615.01
€2,400.00	0.00 %	€0.00		

PLEASE QUOTE INVOICE NUMBER ON ALL REMITTANCES.

Bank of Ireland Dundrum, Dublin 14, Ireland  
Bank A/C No: 19171045 Sort Code: 901095  
BIC/Swift Code: BOFIIE2D  
IBAN: IE28 9010 9519 1710 45

8,615.01  
1,162.16  
K.P.R.  
190163  
K.P.R.

Total Invoiced €8,615.01

X  
2017  
K.P.R.

GARDA SÍOCHÁNA  
PRESS & PUBLIC RELATIONS OFFICE  
  
- 1 NOV 2017  
  
HEADQUARTERS, PHOENIX PARK  
DUBLIN 8

# Sales Invoice

An Garda Síochána  
Garda Headquarters  
Phoenix Park  
Dublin 8  
Telephone: 01 6662039

The Communications Clinic Ltd  
The Old Synagogue, No.37 Adelaide Road  
Dublin 2  
Telephone: 01 6449700  
Email: info@communicationsclinic.ie  
VAT No.: 64045975

Invoice No:	8318
A/C No:	3768
Inv. Date:	Jun 30 2017
Due Date:	Jul 30 2017
Order Ref:	
Currency:	EUR

Item Code	Item Description	Qty	Price	VAT Rate	Net
- PR	PR Support, June 2017.			23.00%	€5,000.00
-THP	Reads			23.00%	€16.26
-THP	Reads			23.00%	€16.59
- NON PR	Media Skills Training on 28th June 2017. ■			0.00%	€1,800.00
- NON PR	Media Skills Training, ■			0.00%	€300.00

# An Garda Síochána

Form A.8



## Account of Expenses (Miscellaneous)

**DIVISION** Corporate Communicatio **DISTRICT** Corporate Communicatio **SUB-DISTRICT** Corporate Communicati **COST CENTRE**

9	0	2	0
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**Account of Expenses incurred by:** Director of Communications

**Nature of Duty/Expenditure:** Media Skills training and PR support

Date Expense Incurred	Particulars	Amount	Name (block capitals of persons to whom each Order should be made out) (ADDRESS IF THIRD PARTY)
30 Jun 2017	training and pr support and Reads Invoice No 8318 (€7,452.85 + €1,162.16 VAT)	€8,615.01	The Communications Clinic, The Old Synagogue, 37 Adelaide Road, Dublin 2
	<b>TOTAL -</b>	<b>€8,615.01</b>	

I certify that the above account is correct in every particular; that the expenses were necessarily incurred and that the service could not have been performed for a less sum; that any repairs executed were rendered necessary by fair wear and tear; that all stores purchased have been taken on charge on official store accounts and that no part of these expenses has been previously claimed.

**Signed:** Brenda O'Grady Block Caps: ( Brenda O'Grady ) Rank: CO Reg. No.: s0137456 Date: 1 Nov 2017

**Recommended By:** [Signature] Block Caps: ( Sandra O'Murphy ) Rank: Insy Reg. No.: 263364 Date: 2/11/17

**Approved By:** [Signature] Block Caps: ( JOHN FEARNS ) Rank: SUPV Reg. No.: 22205 Date: 2/11/17