

Yeovil Town Council



Government Procurement Card (GPC) Transactions

1. Requirement under the Transparency Code

The Local Government Transparency Code 2015 requires local authorities to publish details of all Government Procurement Card (GPC) transactions to support financial openness and accountability. Yeovil Town Council confirms that it meets this requirement and publishes the relevant information in accordance with the Code.

2. Information to Be Published

In compliance with the Transparency Code, the Council publishes the following information for each GPC transaction (if any):

- Date of transaction
- Service area or department incurring the expenditure
- Merchant or supplier name
- Transaction amount
- VAT that cannot be recovered (if applicable)
- A brief description or purpose of the expenditure

Yeovil Town Council publishes all Government Procurement Card transactions **quarterly**, in line with the Transparency Code requirement.

3. Availability and Access

All GPC transaction information is published on the Yeovil Town Council website and can be accessed by the public without restriction. Copies or alternative formats can be supplied upon request.

4. Review and Governance

The Council's GPC data is:

- Reviewed and updated at least quarterly, in line with Transparency Code requirements
- Internally verified to ensure accuracy before publication
- Updated immediately if changes occur in card usage, procedures, or reporting requirements

These processes ensure ongoing compliance and promote openness around council spending.

5. Compliance Statement

This statement is published in accordance with the requirements of the Local Government Transparency Code 2015 and will be reviewed and updated annually.