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REFERENCE: 14FOI 114

You requested the following information:

“I am looking for information about money spent on Christmas decorations, parties and cards. Please could you provide me with the following:

- 1. How much money has been spent on Christmas decorations over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year. If possible, please could you provide details of what particular Christmas decorations were used and their cost, i.e. Christmas trees, tinsel, baubles etc. Obviously in the case of this year’s Christmas decorations, expenditure details should include money already spent and projected cost of purchases.**
- 2. How much money has been spent on Christmas parties over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year. In each instance where a party has been held, please could you provide details of which department/office the party was for, how much money was spent, the date and the venue. Obviously in the case of this year’s Christmas party, expenditure details should include money already spent and projected cost of the party/parties.**

Please note: the term ‘parties’ should include any lunches, dinners or away days associated with Christmas.

3. How much money has been spent on Christmas cards over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year and also separate the cost of purchasing the cards and the postage costs. Also, please could you detail how many Christmas cards were sent out in each year. In the case of this year's Christmas cards, expenditure details should include money already spent and projected cost of sending. If possible, please could you provide a sample copy of the design on the Christmas card that was sent out"

We have handled your request under the Freedom of Information Act 2000 and our response to your question is set out at Annex A.

Freedom of Information Request: Questions and Answers

Q1. How much money has been spent on Christmas decorations over the past three calendar years, up to and including this year? If possible, please could you provide details of what particular Christmas decorations were used and their cost, i.e. Christmas trees, tinsel, baubles etc.

A1. The Wales Office spend on Christmas decorations over the past three years is set out in the table below:

Calendar Years	Spend (£)	Christmas Trees (£)	Christmas Decorations (£)
2012	161	142	19
2013	164	164	Nil
2014	166	166	Nil

Q2. How much money has been spent on Christmas parties over the past three calendar years, up to and including this year?

A2. There has been no Departmental spend on Christmas parties in any of the past three years.

Q3. How much money has been spent on Christmas cards over the past three calendar years, up to and including this year? Could this information be broken down into (i) cost of purchasing the card (ii) the postage costs; & (iii) how many cards were sent?

A3. The Wales Office spend on Christmas cards and estimated postage for 2012 and 2013 is set out in the table below. Information relating to the total number of cards sent is not held. Information for 2014 is not held.

Calendar Years	Total Spend on Cards (£)	Estimated postage Costs (£)	Estimated Number of Cards Posted
2012	258	116	232
2013	231	65	130