

37328 Expenses and Invoices

In reference to expenses that staff might claim for reimbursement from the council (train fare, business mileage, hotels, attending events, etc.):

Expenses:

What finance system do you use?

Oracle

What system do you use to manage and process your staff's expenses?

Midland Trent

What is the expense process?

Colleagues submit claims, these are approved by their line manager and colleagues are paid one month in arrears.

How many expense claims were made in FY21? And what was total value of expense claimed in FY21?

There were 13,898 claims with a total value of £1,447,514.19.

Can you submit expenses remotely?

Colleagues submit claims either manually or via the Midland HR system.

How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage?

We do not claim VAT on mileage. Colleagues should only claim mileage out with their normal commute.

What percentage of expense claims are you auditing?

Audit checks are required to be completed locally by line managers.

How many FTEs (full time employees) do you have processing expense claims?

2 FTE

What is the average time to reimburse your staff's expenses?

We pay colleagues one month in arrears; this means up to 60 days can elapse before payment is made.

How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?

We report annually to HMRC.

Invoices:

What system do you use for managing/processing invoices?

Oracle

What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?

Three-way match.

How many invoices were processed in FY21?

314,585

How many FTEs (full time employees) do you have in your accounts payable team who process invoices?

There are currently six FTEs.

What percentage of invoices were paid late in FY21?

3.83% of invoices are paid in more than 30 days after the invoice receipt date.

Do you use Optical Character Recognition (OCR) to scan invoices?

No

Do you have to manually validate the scanned invoices from the OCR capture?

Not applicable.

Do you currently have a PO system or a non-PO system? If you use both types - what is the percentage of PO invoices vs. non-PO invoices?

PO System invoices - 96%

Non-PO System invoices - 4%

Are you claiming VAT on invoices? If so, are you doing this in-house?

Yes, this is done in-house.

How are you currently reporting on invoice spend?

KPI monthly reporting.