

London Borough of Barnet
2 Bristol Avenue,
Colindale NW9 4EW
27 June 2022
Our ref: 8298662

Thank you for your request received on 27 May 2022, for the following information:

Hi - hope you are well. Please can I raise an FOI for a response to the following questions around expense and invoice, thanks.

Expenses

- 1. What finance system do you use?**
- 2. What system do you use to manage and process your staff's expenses?**
- 3. What is the expense process?**
- 4. How many expense claims were made in FY21? And what was total value of expense claimed in FY21?**
- 5. Can you submit expenses remotely?**
- 6. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage?**
- 7. What percentage of expense claims are you auditing?**
- 8. How many FTEs (full time employees) do you have processing expense claims?**
- 9. What is the average time to reimburse your staff's expenses?**
- 10. How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?**

Invoices

- 1. What system do you use for managing/processing invoices?**
- 2. 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?**
- 3. How many invoices were processed in FY21?**
- 4. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?**
- 5. What percentage of invoices were paid late in FY21?**
- 6. Do you use Optical Character Recognition (OCR) to scan invoices?**
- 7. Do you have to manually validate the scanned invoices from the OCR capture?**
- 8. 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?**
- 9. Are you claiming VAT on invoices? If so, are you doing this in-house?**
- 10. How are you currently reporting on invoice spend?**

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and it is attached/ the answers to your questions are below

Expenses

1. What finance system do you use?

Integra

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

HR Core

3. What is the expense process?

Employees submit expenses via self-service portal which managers approve. Once approved payroll pay the expenses.

4. How many expense claims were made in FY21?

4,542

And what was total value of expense claimed in FY21?

£126,970.19

5. Can you submit expenses remotely?

Yes

6. How are you claiming VAT on mileage?

We claim VAT through HR Core

Do your staff have to deduct commute from mileage?

Yes, we only pay mileage for business reasons.

7. What percentage of expense claims are you auditing?

We won't know until audit starts, question is not clear on which year they are asking for so assuming 2021/22

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

Our payroll is outsourced to Capita.

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

See response for question 8.

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

Expenditure report for expense spend. We are not familiar with the other two types listed.

Invoices

1. What system do you use for managing/processing invoices?

Integra

2. 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?

PO raised, Invoice received- matched to GRN & PO

3. How many invoices were processed in FY21?

200,300

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

LBB outsource AP to Capita, we (LBB) do not have this information

5. What percentage of invoices were paid late in FY21?

3%

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

Yes

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

No

8. 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?

Mainly PO

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

This is outsourced to Capita.

10. How are you currently reporting on invoice spend?

We publish the expenditure report every month

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

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You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

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Your rights

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If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.