

Reference: RFI 1710080

Request:

Under the FOI act please provide the following information

1. Does the council outsource their transactional services to another authority or shared service?

Transactional services are outsourced to Engie Services LTD

2. Which Finance system is used by the authority (Oracle, Agresso, Sage, E-Financial, SAP etc.)

Oracle

3. Has this finance system been used for the last 6 years? Yes

a. If no, what finance system was previously in place?

b. When did this system change take place?

4. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (16/17)

101,747

5. Please provide a breakdown of the total value of Accounts Payable invoices (3rd party supplier spend) for each of the last 6 years.

a. 2011/12 - **200,634,861**

b. 2012/13 - **188,048,303**

c. 2013/14 - **265,758,561**

d. 2014/15 - **288,325,937**

e. 2015/16 - **340,023,474**

f. 2016/17 - **330,317,215**

6. How many active suppliers are currently on the Supplier Masterfile?

8399

7. How many inactive suppliers are currently on the Supplier Masterfile?

103,380

8. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment errors from occurring? No

a. If so, please provide contract period

9. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions and identify and recover erroneous payments (Duplicates, Overpayments, VAT input errors or credits on statements), and the period(s) reviewed by each.

None – Internal Audit check our data for errors

a. Please state the total value of moneys recovered by each provider in the period(s) reviewed.

b. Please state the total amount paid to any external parties/ total cost to of utilising these services, for this review work.



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10. Do you use any external provider to ensure invoices correlate to the contract charges i.e. checking volume discounts have been applied (please state name)? No
 - a. What % fee or rates does the authority pay for this service?
11. Please provide a contact list for finance & procurement departments at the authority
Finance 0191 643 2285 , Procurement 0191 643 5653
12. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)
3 Way Match, No PO no Pay Policy, Manual checks
13. Does the authority conduct supplier statement reconciliation exercises on any suppliers?
No
 - a. If so, what selection criteria is adhered to?

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