



## FREEDOM OF INFORMATION REQUEST

**FOI Reference number: 26/2022**

**Date: 5 August 2022**

### **Request:**

**Please could you answer some questions about how you are currently handing your spending at the Authority:**

#### **Travel & 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 FY21/22? And what was total value of expense claimed in FY21/22?
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?
11. What are your biggest categories when it comes to Travel Spend?

#### **Invoices**

12. What system do you use for managing/processing invoices?
13. 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?
14. How many invoices were processed in FY21/22?
15. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
16. What percentage of invoices were paid late in FY21/22?
17. Do you use Optical Character Recognition (OCR) to scan invoices?
18. Do you have to manually validate the scanned invoices from the OCR capture?
19. 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?
20. Are you claiming VAT on invoices? If so, are you doing this in-house?
21. How are you currently reporting on invoice spend?

## Answer

### Travel & Expenses

1. What finance system do you use?  
– Sage 200
2. What system do you use to manage and process your staff's expenses?  
– Sage 200
3. What is the expense process?  
– Paper based process, approved by line management, and forms forward to Finance for payment.
4. A. How many expense claims were made in FY21/22?  
– 213.  
B. And what was total value of expense claimed in FY21/22?  
– £30,974.30
5. Can you submit expenses remotely?  
– No
6. A. How are you claiming VAT on mileage?  
– Not currently as Claiming Vat on mileage element is not material  
B. Do your staff have to deduct commute from mileage?  
– Claiming Vat on mileage element is not material
7. What percentage of expense claims are you auditing?  
– 10%
8. How many FTEs (full time employees) do you have processing expense claims?  
– 0.01 FTE
9. What is the average time to reimburse your staff's expenses?  
– 3 days to 8 days depending on receipt of expenses claim
10. How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?  
– NIPB reports on expense spend through the annual report and accounts. HMRC no longer allow PSA agreements and NIPB does not exceed the reporting threshold for emissions
11. What are your biggest categories when it comes to Travel Spend?  
– Mileage, travel and public transport.

### Invoices

12. What system do you use for managing/processing invoices?  
– Sage 200
13. 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?  
– Paper based process, approved by line management, and invoices forward to Finance for payment.
14. How many invoices were processed in FY21/22?  
– 1664
15. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?  
– 0.1 FTE
16. What percentage of invoices were paid late in FY21/22?  
– 1.02%
17. Do you use Optical Character Recognition (OCR) to scan invoices?  
– No
18. Do you have to manually validate the scanned invoices from the OCR capture?  
– Not applicable

- 19.A. Do you currently have a PO system or a non-PO system?  
– Both systems operated  
B. If you use both types – what is the percentage of PO invoices vs. non-PO invoices?  
– 99% non PO system and 1% PO system
- 20.A. Are you claiming VAT on invoices?  
– Yes  
B. If so, are you doing this in-house?  
– Yes
21. How are you currently reporting on invoice spend?  
– NIPB reports on invoice spend through the annual report and accounts.

If you have queries about this request or the decision please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should write to the Board's Chief Executive at the following address:

Northern Ireland Policing Board  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast BT1 3BG

Email: [foi@nipolicingboard.org.uk](mailto:foi@nipolicingboard.org.uk)

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner. Generally, the Information Commissioner's Office cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. The Information Commissioner can be contacted at:-

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Telephone: - 0303 1231114  
Email: - [ni@ico.org.uk](mailto:ni@ico.org.uk)

Please be advised that Policing Board replies under Freedom of Information may be released into the public domain via our website @ [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.