

BUDGET AND PERFORMANCE PANEL

Supplementary Note 4th April 2006

Report of Head of CCS

Every month CCS pay about 850+ invoices which represents 30+% of the Council's total monthly invoices.

Work has taken place to analyse which invoices aren't paid within 30 days and how far beyond the target these invoices are paid. It appears that whilst the majority of invoices are entered onto the system within less than 30 days that doesn't necessarily mean they will be paid within 30 days. Therefore staff have been instructed to enter invoices onto the system within 21days.

Furthermore individual responsibility for payment of invoices has been reviewed.

Problems are also experienced when suppliers wait several days and send out a batch of invoices, which means an invoice issued on a certain date won't reach until sometimes 2 weeks later. We also have situations where suppliers will send out invoices prior to delivery of the item, which also causes problems. These issues are being addressed with individual suppliers.