

**Request:**

- 1) Please confirm the total volume and value of purchase ledger invoices, you processed in the last financial year (i.e. 2022/23)?
- 2) Do you currently use / have you within the last four years used any third-party companies to carry out a duplicate payments / purchase ledger statement review?
  - a) If so, please specify the name of the third-party company.
  - b) Please confirm the dates of which the review was carried out.
  - c) How many years of data was reviewed? Please specify the dates.
  - d) Please confirm total recoveries value and volume of claims.
  - e) Please provide a breakdown of the values and volumes recovered, between the following categories:

Duplicates / errors	£ _____
VAT	£ _____
Statements / credits	£ _____
Other	£ _____
  - f) How much did the third-party company invoice for any review work undertaken?
  - g) When is the next audit expected to take place?
- 3) Do you currently use any software in order to detect and prevent duplicate payments? If so, please specify:
  - a) The name of the software used
  - b) The name of the company who provides the software
  - c) How long the service is contracted for
  - d) The expiry date of the contract
  - e) The total contract cost
- 4) Please confirm the name of your Finance Director?

**Response:**

1. Volume: 91k. Value: £472m
2. No
3. No
4. The Assistant Director of Finance is Tony Clarke