

Mr John Gilchrist
Freedom of Information Officer

13 November 2017

Ref: FOI/October 2017/ Matthew Brown

By email to mbrown5884@gmail.com

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Dear Mr Brown

Your request for information received on 18 October 2017 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

1. Does Middlesex University hold its own Accounts Payable Data, or is this resource outsourced?
2. Does Middlesex University use an external provider for VAT advisory services? If so please state the name of the organisation used? (E.g. Ernst Young, Berthold Bauer, Liaison, CRS, KPMG, RSM etc.)?
 - a. Please state the contract start and end date or review period.
 - b. Please confirm the total value of VAT recovered by the provider in 2016/17
 - c. Please state the total amount spent by the University for these services in 2016/17
3. Did the organisation use an external provider to re-review VAT recovered in the last financial year (16/17)? If so please state the name of the company used.
4. Please state the total number of Accounts Payable invoices processed by the University in the last financial year (16/17)
5. Please state the total value of Accounts Payable invoices in the last financial year (16/17)
6. Which Finance system is used by Middlesex University (Oracle, Agresso, Sage, E-Financial, SAP etc.)
7. When is the next system upgrade/retender due?
8. How many active suppliers are currently on the Supplier Masterfile
9. How many inactive suppliers are currently on the Supplier Masterfile
10. Is 3rd party pre-payment software utilised by Middlesex University to prevent invoice payment errors from occurring?
 - a. If so, please provide the contract period
11. Within the last 6 years, please state the name(s) of all external organisation(s) used to review AP and identify and recover erroneous payments, and the period(s) reviewed by each.
 - 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.
12. 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)?
 - a. What % fee or rates does the University pay for this service?
13. Please provide a current University contact list for finance & procurement departments
14. What is annual spend on temporary agency staff during the last financial year?
15. How many indirect spend contracts are currently active at the University?
16. What internal controls does Middlesex University have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)
17. Does Middlesex University conduct supplier statement reconciliation exercises on any suppliers?
 - a. If so, what selection criteria is adhered to?

University Response

1. We outsource the processing of our Purchase invoices.
2. KPMG LLP
 - a. The review period follows the University standard procurement policy.
 - b. n/a KPMG LLP where not engaged in 2016/17 to recover VAT on behalf of Middlesex University only to provide VAT advisory services.
 - c. £7,500
3. N/A not used
4. 11,051
5. £121,696,985.51
6. Oracle
7. May 2019
8. 3,750
9. 10,000
10. No
11. N/A – Not used. This is something we are considering.
12. We do not currently use this.
13. Finance Director: Martin Wright: (m.wright@mdx.ac.uk) Head of Procurement: Sam Jackson: (S.Jackson@mdx.ac.uk)
14. £1,372k in 16/17 financial year
15. We are not clear on what you are asking us to provide so we have not been able to provide a response.
16. We use the Oracle system and will use Two-Way and Three Way matching. Our systems are set up so that invoices cannot be paid unless there is an authorised Purchase order in place.
17. We do not feel that this would add anything to our already robust processes. As payments cannot take place without an authorised Purchase order and receipt in place. The Auditors are free to test a sample of Suppliers when they carry out their audit which they do.

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mrs Teresa Kelly, Clerk to the Board of Governors, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 6018, t.kelly@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist

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