

Prompt Payment Code Action Plan	
Organisation	AC Landscapes & Treeworks UK Ltd
Company Registration Number	9627326
Date of last Payment Practices Reporting Data	Period of- 01.08.2019 to 31.01.2020
% Invoices paid within 60 days	92.80%
% Invoices not paid within agreement payment terms	8.40%

Action Number	The primary causes of non-compliance	Actions to address each of the causes	6 Month Review			12 Month Review		
			Current level of invoices paid within 60 days			Current level of invoices paid within 60 days		
			Statistics taken from reporting period			Statistics taken from reporting period		
			6 month review date	Progress Review Comments	Currently on target or Achieved	6 month review date	Progress Review Comments	Currently on target or Achieved
1	Disputes/queries/invoice holds and error corrections processes require actions and engagement with suppliers and so can lead to invoices not being matched and ready for payment within 60 days	Refocussing resources to expedite resolution of disputes and payment in collaboration with our extensive supply chain	31.07.2020	Increased presence on site to reduce any disputes and to resolve any issues in a timely manner	On Target			
2	Payment runs take place on a Friday and are predominately once a month. This can be either on the last day of the month or the first Friday after month end. If invoices are late being submitted these can miss the payment run and will then not get paid until the following month.	Make additional mid-month payment run to cover late invoices.	31.07.2020	As needed - review of payment run has reduced any invoicing which falls outside the payment terms	Achieved			
3	Suppliers not submitting their invoices on time. A few tend to only invoice every couple of months but invoices can be back dated.	Target these suppliers and chase for invoices to be submitted.	31.07.2020	On going - suppliers have been advised to invoice works for the dates provided	On Target			
4	Not all Suppliers submit statements at the end of each month, therefore a statement reconciliation isn't performed. In particular this can be the case for the garage suppliers where we don't issue a PO, invoices get missed and copies only get requested once a statement is received or supplier puts account on hold. The majority of the garage invoices would total anywhere between £1 & £100, therefore a significant number of invoices could be missing but would not have a massive impact on the P&L.	Chase suppliers for statements - Designate member of admin to fulfill such role	31.07.2020	Designated admin to assist with emails. Current process seems to be working as required - current pandemic is slowing any posted invoices due to offices being closed and not manned daily	On Target			
5	A small number of suppliers have mutually agreed payment terms of 60 days end of month	Change these suppliers' terms to 60 days net.	31.07.2020	Information changed and reviewed on an on going basis	On Target			
6	Information processed into the system not identifying the correct payment terms	A review of the invoicing system to include further training if required	31.07.2020	Review of the current SAGE system to ensure information is correct. Training not required at this time for designated accounts individual	Achieved			
7	Invoices not getting passed to Accounts Payable due to being overlooked by the recipient.	Make sure that the accounts email address is given to suppliers who may send their invoices elsewhere.	31.07.2020	Due to current pandemic all suppliers are encouraged to email invoices over. Where there are a few which do not use this method, invoices are collected from office routinely (currently offices are closed)	On Target			

Invoices not paid within agreement payment terms		Current level of invoices not paid within agreed payment terms	2.90%	Current level of invoices paid within 60 days
		Statistics taken from reporting period	01.02.2020 - 31.07.2020	Statistics taken from reporting period

Action Number	The primary causes of non-compliance	Actions to address each of the causes	6 Month Review			12 Month Review		
			6 month review date	Progress Review Comments	Currently on target or Achieved	6 month review date	Progress Review Comments	Currently on target or Achieved
8	Incorrect information on the invoices when initially supplied	A review of all invoicing prior to be passed to the accounts department. This is completed when received to allow time to address any issues. Increased number of admin personnel to address this and support the accounts department	31.07.2020	Increased management support on site to ensure compliance is achieved	On Target			
9	No purchase order raised for the invoice	Internal issue which requires a review of the issuing of any purchase order and a more simplistic review of process.	31.07.2020	PO register reviewed and assigned to certain individuals - PO register now available on internal portal system for review. PO register auditing as part of our ISO 9001:2015 standards	Achieved			
10	AC Landscapes & Treeworks UK Ltd payment terms do not match the payment terms of any new supplier	Review of process and ensure any new suppliers are aware of our payment terms and agree alternative agreement plan	31.07.2020	Number of new suppliers reduced due to current pandemic but all members of supply chain approved	Achieved			
11	Delay in checking account/BACS details for new suppliers	Increased staff volumes to ensure dedicated members of staff for specific contracts	31.07.2020	Number of new suppliers reduced due to current pandemic but all members of supply chain approved	Achieved			
12	Quality of works do not meet minimum requirements set by our client	Increased level of management and auditing to ensure works are checked within an agreed timeframe to allow sufficient time to review works being invoiced for. Communication with supply chain when issues have been identified.	31.07.2020	Increased management support on site to ensure compliance is achieved	On Target			
13	Dispute in the works invoiced against works achieved	Increased level of management and auditing to ensure works are checked within an agreed timeframe to allow sufficient time to review works being invoiced for. Communication with supply chain when issues have been identified.	31.07.2020	Increased management support on site to ensure compliance is achieved	On Target			
14	Volume of invoicing	Increased staff volumes to ensure dedicated members of staff for specific contracts	31.07.2020	Staff levels increased within accounts department and will monitor	Achieved			

Initial Plan prepared by:		6 Month Plan and current status prepared by:		12 Month Plan and current status prepared by:	
Signed		Signed		Signed	
Name	Ben Cockcroft	Name	Ben Cockcroft	Name	Ben Cockcroft
Position	Senior Contracts Manager	Position	Senior Contracts Manager	Position	
Plan authorised by Board Director:					
Signed		Signed		Signed	
Name	Les Saunders	Name	Mike Crockcroft	Name	
Position	Health and Safety Director	Position	Chairman	Position	