



Trades Union Congress

The Trades Union Congress is a national trade union centre, a federation of trade unions in England and Wales, representing the majority of trade unions.

The Congress Centre is in the heart of London's West End and serves as a non-residential conference venue with excellent and very modern facilities.

Background

Food and Beverage costs for the catering centre are around £200k per annum, with supplies provided by a relatively wide range of suppliers. It's long been the policy of the Congress Centre to outsource the consolidated billing on their catering purchasing invoices in order to simplify and minimise the demand upon their small finance team.

Brief

- ▶ Handle the recording of all catering purchasing invoices
- ▶ Maintain electronic records of all invoices so they are available upon demand
- ▶ Provide one invoice and a suitably detailed monthly report to the Congress Centre's finance team
- ▶ Ensure supplier payments are managed efficiently and supply of goods are not put at risk.

Approach

Consolidated billing needs to be pain free for the client so we accepted the Congress Centre's invoices in whichever format best suits them.

We recorded the details of the invoices in whatever level of detail suited the Congress Centre and we aligned the description of the nominal codes we used to match those used by their finance team.

The level of detail provided with the monthly report was agreed with the Congress Centre, as was the detail around where VAT applies and where it doesn't.

We established direct contact with the supply chain and developed the relationship with them too so that they also value the collaborative approach we took to ensuring things run smoothly.

Outcomes

1. The Congress Centre's Finance Team now deal with just one Food and Beverage purchasing invoice per month rather than around 1,000+ a year which Litmus handle on their behalf
2. Supply chain relationships are as strong as ever

▶▶ *The consolidated billing service provided by Litmus is incredibly good value.*

"In taking on the bookkeeping administration of our catering purchase invoices, and managing all the subsequent payments to numerous suppliers, frees up our finance team to deal with other more important matters.

"My finance team just handle one invoice a month for which Litmus provide full backup information that our accountant might need.

"I couldn't recruit someone to replicate what Litmus do for what they charge so it is an extremely cost-effective service and their speed in dealing with issues arising from the supply chain is excellent.

"I'd highly recommend Litmus' consolidated billing service to any finance team under pressure to cope with demand and/or needing to reduce costs.◀◀

Paul Jones – General Manager Congress Centre



For more information about Litmus get in touch:

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