



### **Democratic Services**

Will:

- Check each form for discrepancies in respect of receipt totals, mileage totals, signature, and that home to Council Office (Ebley Mill) mileage matches the AA Route Planner, and will make adjustments and pay accordingly.
- Notify Members when forms are incomplete or where adjustments have been made.
- Pass valid claim forms to Human Resources. All queries from Members must be referred back to Democratic Services.
- Retain a copy of all forms for 2 financial years.

Note: Where the Democratic Services team are unable to agree a claim with a Member it shall be referred to the Proper Office, as defined in Paragraph 12 of this Scheme.

All claims shall include, or be accompanied by, a signed statement by the Councillor making the claim that he or she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the scheme, and appropriate receipts shall be provided.

### **VAT**

The Council may recover any VAT element of expenses reimbursed. Receipts will either itemise VAT amounts, or indicate that amounts shown are VAT inclusive.

- (1) Show the expenses claimed net of VAT in the columns headed 'Expenses etc'.
- (2) Show the VAT amount in the final two columns.
- (3) The sheet should be totalled in the total boxes at the bottom of the 'Expenses etc' column to show the following:-

	£
VAT exclusive amount	2.00
VAT amount	0.35
<b>Total Reimbursement claimed</b>	<b>2.35</b>

### **Dependant Carers Allowance (DCA)**

In claiming for DCA, you are certifying that your claim meets the statutory definition of approved duties which are covered by those included in the Members' Allowances Scheme.