

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE

11 MARCH 2004

SUBJECT: MEMBERS' ALLOWANCES SCHEME

REPORT BY DIRECTOR OF FINANCE

<p>Abstract: This report advises members of the submission date of their claims at the end of this financial year.</p>

1 INTRODUCTION

1.1 So that Members' allowances can be accounted for in the correct financial year and properly reported it is necessary to apply an appropriate cut-off date for the receipt of claims.

2 RECOMMENDATION

2.1 The following procedure is recommended:–

- (i). All claims for travel, subsistence and other expenses for the year ending 31 March 2004, to be submitted to the Director of Finance on or before 9 April 2004.
- (ii). Claims for travel, subsistence and other expenses for the year ending 31 March 2004, which are not submitted to the Director of Finance by 9 April 2004 will lapse.
- (iii). For the avoidance of doubt the claim to be submitted by 9 April 2004 **should not include** any item in respect of a day after 31 March 2004.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising as a result of this report.

4 HUMAN RIGHTS IMPLICATIONS

4.1 There are no human rights implications arising as a result of this report.

5 CONSULTATION

5.1 The Chief Executive and the Director of Law and Administration have been consulted on the contents of this report.

NOTE

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

David S. Sawers
Director of Finance