

## Family Learning Programmes 2009/10 How to make a Claim...

For auditing purposes, it is important that the following guidelines are followed and evidence of expenditure returned with the Claim Form. If any of the processes below are missed it may delay payment.

### Paperwork reminder

1. **Enrolment forms** need to be returned within the first two weeks of the programme
2. Claims may not be settled if completed **registers** (ensure two columns are completed on the left-hand side) and **evaluation forms** have not been returned.

### What can be claimed for?

#### Course Running Costs

3. Receipts or copies of **paid invoices** for any materials or goods bought to support the course must be returned to Adult and Community Learning (ACL) at the end of the programme with the Claim Form.

#### Staff costs

4. If supply staff are used, a copy of the supply claim form with named person, day and dates, payroll number and number of hours worked **should be returned to ACL**. For all other staff e.g. T.A. a copy of the claim form should be included.
5. If supply staff are used on a day other than the date of the actual programme, please indicate when it was used and why (eg. teacher running programme during some non-contact time and given replacement time on another date).
6. Records of staffing costs in settings other than schools, should show hours worked, day, dates, actual cost and if a WCC employee, payroll number.
7. **Average costs for staff are not acceptable for auditors. It must always be the actual cost of any member of staff or supply costs incurred.**
8. If you are invoicing the local authority for staffing costs, please ensure that the invoice identifies:
  - The programme (including relevant school or setting)
  - The hours being claimed and rate of pay
  - The day and dates to which these hours relate

## Adult and Community Services, Family Learning

9. If you are claiming for a contracted member of staff, the claim must show their name, day, date, payroll number, number of hours worked and work carried out.
10. If claiming for childcare, ensure that you have evidence of the number of children using the childcare and an invoice detailing the hourly rate and costs.

### Claim Form

- The expenditure claim form should be sent to:  
  
Beverley Ingram,  
Family Learning Project Co-ordinator  
Libraries and Learning  
W.C.C.  
Spetchley Road,  
WORCESTER WR5 2NP
  
- **A Claim Form must be submitted by February 28<sup>th</sup>** for all programmes that have run in the autumn and spring term, or are currently running.
  
- Claims for programmes run in the summer term should be submitted by **30<sup>th</sup> June 2010**.
  
- The Claim Form should match staffing costs, supply claims and receipts returned with the claims form.
  
- **Please ensure name and address of recipient of funding (payee) is on Claim form, if different from the venue (school/organisation).**

If you need further support or information on how to make a claim please contact Beverley Ingram on 01905 728535

Many thanks

Jill Allbut  
Family Learning Programme Manager  
01905 728884

Dec 2009