

L O L A

COUNCIL TAX SYSTEM

INITIAL DESIGN PAPER FOR SCHEDULES

1. Introduction

At the Council Tax meeting held on 19 March it was agreed that a full Schedule system, even if allowed under the legislation, would not be achievable by next April. This paper sets out what could be done in order to produce a set of bills plus a schedule list and an overall instalment for all the accounts in that schedule.

2. Details

- a). A special account range will be used, based on a dummy property reference in the range 97000000c to 97999999c.
- b). There will be no property reference on the property database.
- c). The account type will be 'S', and an away address should be set up under the name.
- d). The schedule will then operate in a similar way to Group Payers in Community Charge, but only as out-borough Group Accounts.
- e). The members of the schedule will be processed as group members: an individual instalment will be calculated and this will be added to the schedule's instalments.
- f). The method of payment for the schedule holder should be restricted to DD, so that the instalments get paid in full.
- g). The bills and associated documents will be sorted together, and will have an RTB code set. This is necessary so that they can be enveloped by hand (there is a size restriction for automatic enveloping).
- h). The schedule account itself will produce the schedule list plus the total instalment. This will not be rounded according to the normal rules because the instalments will be redistributed.
- i). Amendments to schedule members' instalments will automatically generate changes to the schedule's instalments, producing a DD change notification. A reprint of the schedule list can also be requested.
- j). Management information will be possible via Focus queries.

Why change in fact?'

U.A.R.L. LIMITED (SCHEDULES)

COUNCIL TAX SYSTEM

INITIAL DESIGN PAPER FOR SCHEDULES

1. Introduction

At the Council Tax meeting held on 19 March it was agreed that a full Schedule system, even if allowed under the legislation, would not be achievable by next April. This paper sets out what could be done in order to produce a set of bills plus a schedule list and an overall instalment for all the accounts in that schedule.

2. Details

- a). A special account range will be used, based on a dummy property reference in the range 97000000c to 97999999c.
- b). There will be no property reference on the property database.
- c). The account type will be 'S', and an away address should be set up under the name.
- d). The schedule will then operate in a similar way to Group Payers in Community Charge, but only as out-borough Group Accounts.
- e). The members of the schedule will be processed as group members: an individual instalment will be calculated and this will be added to the schedule's instalments.
- f). The method of payment for the schedule holder should be restricted to DD, so that the instalments get paid in full.
- g). The bills and associated documents will be sorted together, and will have an RTB code set. This is necessary so that they can be enveloped by hand (there is a size restriction for automatic enveloping).
- h). The schedule account itself will produce the schedule list plus the total instalment. This will not be rounded according to the normal rules because the instalments will be redistributed.
- i). Amendments to schedule members' instalments will automatically generate changes to the schedule's instalments, producing a DD change notification. A reprint of the schedule list can also be requested.
- j). Management information will be possible via Focus queries.

UAR. L. INITDES(S1)

PTs for print of dataset
from "Case" 1/2

INITIAL DESIGN PAPER FOR SCHEDULES

1. Introduction

At the Council Tax meeting held on 19 March it was agreed that a full Schedule system, even if allowed under the legislation, would not be achievable by next April. This paper sets out what could be done in order to produce a set of bills plus a schedule list and an overall instalment for all the accounts in that schedule.

2. Details

- a). A special account range will be used, based on a dummy property reference in the range 97000000c to 97999999c.
- b). There will be no property reference on the property database.
- c). The account type will be 'S', and an away address should be set up under the name.
- d). The schedule will then operate in a similar way to Group Payers in Community Charge, but only as out-borough Group Accounts.
- e). The members of the schedule will be processed as group members: an individual instalment will be calculated and this will be added to the schedule's instalments.
- f). The method of payment for the schedule holder should be restricted to DD, so that the instalments get paid in full.
- g). The bills and associated documents will be sorted together, and will have an RTB code set. This is necessary so that they can be enveloped by hand (there is a size restriction for automatic enveloping).
- h). The schedule account itself will produce the schedule list plus the total instalment. This will not be rounded according to the normal rules because the instalments will be redistributed.
- i). Amendments to schedule members' instalments will automatically generate changes to the schedule's instalments, producing a DD change notification. A reprint of the schedule list can also be requested.
- j). Management information will be possible via Focus queries.

