

Appendix A

Summary of Council Tax Write Offs 01/04/2015-31/12/2015

Date of Write Off	Head of Revenues			Director of Finance	Executive Director Corporate Services		Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)									
06/10/2015									(£3.81)	(£3.81)		band reductions
15/10/2015									(£0.32)	(£0.32)		benefit adjustment
20/10/2015								(£307.00)		(£307.00)		old entries in suspense account
11/11/2015	£2,513.66									£2,513.66	89	uneconomic to pursue
02/12/2015	£3,390.81									£3,390.81	110	uneconomic to pursue
"				£1,045.78						£1,045.78	1	overpaid CTB
14/12/2015		£3,503.54	£11,450.49							£14,954.03	28	Absconded
"		£210.62								£210.62	1	Deceased
"		£1,235.28	£1,094.89							£2,330.17	2	Insolvent
21/12/2015		£4,818.45	£5,966.03							£10,784.48	30	Absconded
"		£650.48								£650.48	4	Deceased
"		£237.65								£237.65	1	Insolvent
23/12/2015		£2,887.64	£7,164.25							£10,051.89	21	Absconded
"		£204.21								£204.21	1	Deceased
Q3 Totals	£5,904.47	£13,747.87	£25,675.66	£1,045.78	£0.00	£0.00	£0.00	(£307.00)	(£4.13)	£46,062.65	288	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,406.51	£0.00	£0.00	£5,406.51	2	
Q2 Totals (B/F)	£367.02	£1,467.98	£2,470.43	£0.00	£0.00	£0.00	£0.00	£0.00	(£356.46)	£3,948.97	109	
Overall Total	£6,271.49	£15,215.85	£28,146.09	£1,045.78	£0.00	£0.00	£5,406.51	(£307.00)	(£360.59)	£55,418.13	399	

Appendix B

Summary of NNDR Write Offs 01/04/2015-31/12/2015												
Date of Write Off	Director of Finance (to 30/11/13) Head of Revenues (from 01/12/13)			Director of Finance	Executive Director Corporate Services	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)	
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)							(£10,000.01 and Over)
06/10/2015				£8,747.09					£8,747.09	3	Company dissolved	
"				£1,660.95					£1,660.95	1	Voluntary creditors liquidation	
"				£2,388.44					£2,388.44	1	Old debt	
"					£25,727.28				£25,727.28	4	Company dissolved	
09/10/2015								(£2.25)	(£2.25)		Account adjustment	
26/10/2015								(£1,128.27)	(£1,128.27)		Account adjustment	
13/11/2015								(£1.83)	(£1.83)		Payment received	
16/12/2015								(£349.74)	(£349.74)		Payment received	
Q3 Totals	£0.00	£0.00	£0.00	£12,796.48	£25,727.28	£0.00	£0.00	£0.00	(£1,482.09)	£37,041.67	9	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£3,379.82)	(£3,379.82)	0	
Q2 Totals (B/F)	£17.28	£1,365.40	£6,112.97	£0.00	£0.00	£0.00	£0.00	£0.00	(£10.67)	£7,484.98	21	
Overall Total	£17.28	£1,365.40	£6,112.97	£12,796.48	£25,727.28	£0.00	£0.00	£0.00	(£4,872.58)	£41,146.83	30	

Appendix C

Summary of Sundry Income Write Offs 01/04/2015-31/12/2015

Date of Write Off	Director of Assets & Environment (£0.00-£999.99) (£1,000.00-£5,000.00)		Director of Finance (up to £5,000.00)	Director Communities, Planning & Partnerships (up to £5,000.00)	Director Housing & Health (up to £5,000.00)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
Q3 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
No write offs have been put forward for Sundry Income over the last quarter										
Q1 Totals (B/F)	£624.99	£2,770.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,394.99	2	
Q2 Totals (B/F)	£0.00	£0.00	£1,087.24	£0.00	£0.00	£0.00	£0.00	£1,087.24	1	
Overall Total	£624.99	£2,770.00	£1,087.24	£0.00	£0.00	£0.00	£0.00	£4,482.23	3	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2015-31/12/2015

Date of Write Off	Head of Benefits				Executive Director Corporate Services (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)					
30/10/2015	£70.27		£702.70			£772.97	2	absconded debtor (2013)	
"	£85.62					£85.62	5	<£40 o/s (2012)	
"	£2.10					£2.10	2	uneconomical to pursue (2015)	
"	£176.24	£1,042.40	£506.15			£1,724.79	12	not financially viable (2007)	
"				£1,148.37		£1,148.37	1	bankrupt (2015)	
"	£63.96		£813.81			£877.77	2	HB Reg 100 compliant - not recoverable	
26/11/2015					£28,988.66	£28,988.66	1	Bankrupt	
30/11/2015	£3.17					£3.17	2	uneconomical to pursue (2015)	
"	£135.09	£302.77				£437.86	5	not financially viable (2012)	
"	£47.87					£47.87	2	<£40 o/s (2013)	
"	£61.88	£302.77		£1,097.54	£11,392.43	£12,854.62	8	HB Reg 100 compliant - not recoverable (15)	
31/12/2015	£160.52	£266.66				£427.18	6	less than 2 weeks o/s due to death (2015)	
"	£312.58	£2,657.72			£3,749.74	£6,720.04	18	not financially viable (2006)	
"	£12.29					£12.29	2	uneconomical to pursue (2014)	
"	£285.00	£100.00				£385.00	7	court costs (2007)	
"	£62.38	£86.16				£148.54	3	HB Reg 100 compliant - not recoverable (15)	
"		£622.27				£622.27	1	bankrupt (2015)	
"		£90.00				£90.00	1	deceased (2015)	
Q3 Totals	£1,478.97	£5,470.75	£2,022.66	£2,245.91	£15,142.17	£28,988.66	£55,349.12	80	
Q1 Totals (B/F)	£1,399.79	£4,414.76	£2,286.64	£2,959.60	£0.00	£0.00	£11,060.79	84	
Q2 Totals (B/F)	£1,136.26	£6,339.86	£9,686.66	£3,476.37	£0.00	£0.00	£20,639.15	89	
Overall Total	£4,015.02	£16,225.37	£13,995.96	£8,681.88	£15,142.17	£28,988.66	£87,049.06	253	