

Appendix A

Summary of Council Tax Write Offs 01/04/2015-31/03/2016												
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)									
21/01/2016		£5,845.57	£9,154.28							£14,999.85	34	Unable to trace
29/01/2016									(£21.98)	(£21.98)		Dividend received
30/03/2016		£2,224.37	£3,158.18							£5,382.55	12	Insolvency
"		£302.63	£742.86							£1,045.49	2	Uneconomic to pursue
"		£3,837.02	£4,738.21							£8,575.23	20	Unable to trace
"		£187.67								£187.67	1	Prison
31/03/2016		£1,195.23	£6,621.89							£7,817.12	14	Insolvency
Q4 Totals	£0.00	£13,592.49	£24,415.42	£0.00	£0.00	£0.00	£0.00	£0.00	(£21.98)	£37,985.93	83	
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	
Q3 Totals (B/F)	£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	
Overall Total	£6,271.49	£28,808.34	£52,561.51	£1,045.78	£0.00	£0.00	£5,406.51	(£307.00)	(£382.57)	£93,404.06	482	

Appendix B

Summary of NNDR Write Offs 01/04/2015-31/03/2016												
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)							
15/01/2016									(£49.68)	(£49.68)		Account adjustment
07/03/2016									(£2,139.96)	(£2,139.96)		RV changes
30/03/2016									(£32.57)	(£32.57)		Dividend received
Q4 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£2,222.21)	(£2,222.21)	0
Q1 Totals (B/F)	£0.00	£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	£0.00	(£10.67)	£7,484.98	21
Q3 Totals (B/F)	£0.00	£0.00	£0.00	£12,796.48	£25,727.28	£0.00	£0.00	£0.00	£0.00	(£1,482.09)	£37,041.67	9
Overall Total	£17.28	£1,365.40	£6,112.97	£12,796.48	£25,727.28	£0.00	£0.00	£0.00	£0.00	(£7,094.79)	£38,924.62	30

Appendix C

Summary of Sundry Income Write Offs 01/04/2015-31/03/2016												
Date of Write Off	Director of Assets & Environment (£0.00-£999.99) (£1,000.00-£5,000.00)		Director of Transformation & Corporate Finance (up to £5,000.00)	Head of Revenues (£0.00-£999.99)	Director of Finance (£0.00-£999.99)	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)
26/02/2016			£1,004.65	£114.40						£1,004.65 £114.40	2	1 Unable to pursue- absconded 2 Uneconomic to pursue
11/03/2016							£1,868.73			£1,868.73	3	3 Unable to pursue- absconded
22/03/2016		£1,374.99								£1,374.99	1	1 Liquidation
Q4 Totals	£0.00	£1,374.99	£1,004.65	£114.40	£0.00	£0.00	£1,868.73	£0.00	£0.00	£4,362.77	7	
Q1 Totals (B/F)	£624.99	£2,770.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,394.99	2	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£1,087.24	£0.00	£0.00	£0.00	£0.00	£1,087.24	1	
Q3 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,342.88	£9,279.96	£0.00	£14,622.84	4	
Overall Total	£624.99	£4,144.99	£1,004.65	£114.40	£1,087.24	£0.00	£7,211.61	£9,279.96	£0.00	£23,467.84	14	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2015-31/03/2016									
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)					
31.01.2016	£8.41						£8.41	1	uneconomical to pursue (2015)
"	£816.05	£1,474.60	£4,429.39				£6,720.04	18	not financially viable (2015)
"	£84.82	£342.36					£427.18	6	less than 2 weeks o/s due to death (2015)
"	£285.00	£100.00					£385.00	7	Court costs (2007)
"	£90.00						£90.00	1	deceased (2015)
"	£62.38	£86.16					£148.54	3	HB Reg 100 compliant - not recoverable (15)
"			£622.27				£622.27	1	Bankrupt (2015)
29.02.2016	£140.00						£140.00	3	Court costs (2011)
"	£52.31	£90.90					£143.21	2	Absconded debtor (2015)
"	£2.62						£2.62	2	uneconomical to pursue (2016)
"	£89.59	£500.13		£1,011.72			£1,601.44	9	Not financially viable (2011)
"	£117.04						£117.04	4	Less than £40 o/s (2013)
"		£114.48					£114.48	1	Statute Barred (2010)
"		£263.13					£263.13	3	less than 2 weeks o/s due to death (2016)
"		£362.60	£790.89	£1,906.70			£3,060.19	3	Bankrupt (2012)
31.03.2016	£23.80	£121.94					£145.74	2	Not financially viable (2011)
"	£38.15	£767.84					£805.99	9	less than 2 weeks o/s due to death (2015)
"	£143.11						£143.11	6	Less than £40 o/s (2014)
"	£3.39						£3.39	4	uneconomical to pursue (2013)
"			£672.46	£1,177.65			£1,850.11	2	HB Reg 100 compliant - not recoverable (16)
Q4 Totals	£1,866.67	£4,314.14	£6,515.01	£4,096.07	£0.00	£0.00	£16,791.89	87	
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	
Q3 Totals (B/F)	£1,478.97	£5,470.75	£2,022.66	£2,245.91	£15,142.17	£28,988.66	£55,349.12	80	
Overall Total	£5,881.69	£20,539.51	£20,510.97	£12,777.95	£15,142.17	£28,988.66	£103,840.95	340	