

Appendix A- Council Tax

Summary of Council Tax Write Offs 01/04/2016-31/03/2017												
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)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)							(£10,000.01 and Over)
16/01/2017								(£4.10)	(£4.10)		Dividend received	
27/01/2017								(£13.89)	(£13.89)		CTS adjustment	
"								(£4.03)	(£4.03)		Dividend received	
31/01/2017				£12,127.23					£12,127.23	6	Deceased	
"				£40,211.25	£6,933.63				£47,144.88	23	Absconded	
"				£12,712.49	£10,786.48				£23,498.97	9	Insolvencies	
28/02/2017								(£0.30)	(£0.30)		Dividend received	
17/03/2017								(£7.97)	(£7.97)		Dividend received	
Q4 Totals	£0.00	£0.00	£0.00	£65,050.97	£17,720.11	£0.00	£0.00	£0.00	(£30.29)	£82,740.79	38	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£703.08)	(£90.41)	(£793.49)	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£247.43)	(£247.43)	0	
Q3 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£59.39)	(£59.39)	0	
Overall Total	£0.00	£0.00	£0.00	£65,050.97	£17,720.11	£0.00	£0.00	(£703.08)	(£427.52)	£81,640.48	38	

Appendix B- Business Rates

Summary of NDR Write Offs 01/04/2016-31/03/2017

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)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)						
16/02/2017						£142,150.19			£142,150.19	7	Insolvencies
21/03/2017								(£7.58)	(£7.58)		Dividend received
Q4 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£142,150.19	£0.00	£0.00	(£7.58)	£142,142.61	7
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£106.41)	(£106.41)	0
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0
Q3 Totals (B/F)	£36.53	£883.42	£906.75	£27,465.78	£0.00	£0.00	£0.00	£0.00	(£217.40)	£29,075.08	13
Overall Total	£36.53	£883.42	£906.75	£27,465.78	£0.00	£142,150.19	£0.00	£0.00	(£331.39)	£171,111.28	20

Appendix C- Sundry Income

Summary of Sundry Income Write Offs 01/04/2016-31/03/2017

Date of Write Off	Corporate Director Growth Assets & Environment		Director of Transformation & Corporate Finance (up to £5,000.00)	Head of Revenues (£0.00-£999.99)	Director of Finance (£1,000.00 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)
	(£0.00-£999.99)	(£1,000.00-£5,000.00)										
24/03/2017		£2,117.85								£2,117.85	1	Liquidation
Q4 Totals	£0.00	£2,117.85	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,117.85	1	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Q3 Totals (B/F)	£0.00	£5,047.57	£0.00	£0.00	£0.00	£0.00	£1,063.53	£9,815.75	£0.00	£15,926.85	14	
Overall Total	£0.00	£7,165.42	£0.00	£0.00	£0.00	£0.00	£1,063.53	£9,815.75	£0.00	£18,044.70	15	

Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2016-31/03/2017

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)					
31/01/2017	£38.69					£38.69	1	<£40 o/s (2015)	
"	£5.32					£5.32	6	uneconomical to pursue (2016)	
"		£356.64				£356.64	2	<2 wks owing due to death (2017)	
"		£308.44				£308.44	2	not financially viable to pursue (2013)	
"		£818.47			£3,311.11	£4,129.58	4	absconded (2012)	
29/2/17	£14.47					£14.47	1	<£40 o/s (2016)	
"	£326.04					£326.04	8	not financially viable (2014)	
"	£132.64	£382.33				£514.97	5	<2 wks owing due to death (2017)	
"	£122.00					£122.00	3	court costs (2015)	
"		£1,434.80				£1,434.80	5	bankruptcy (2005)	
"			£919.50			£919.50	1	deceased (2006)	
"				£1,496.97		£1,496.97	1	HB Reg 100 compliant - not recoverable (2016)	
31/03/2017	£19.24					£19.24	1	not financially viable (2009)	
"	£62.67					£62.67	4	<£40 o/s (2011)	
"	£0.90					£0.90	1	uneconomical to pursue (2017)	
"	£40.00					£40.00	1	court costs (2012)	
"		£87.51				£87.51	1	<2 wks owing due to death (2017)	
"		£666.49	£674.46		£2,313.70	£3,654.65	4	HB Reg 100 compliant - not recoverable (2016)	
"			£532.38			£532.38	1	bankruptcy (2016)	
"			£520.00			£520.00	1	not financially viable (2010)	
Q4 Totals	£761.97	£4,054.68	£2,646.34	£1,496.97	£5,624.81	£0.00	£14,584.77	53	
Q1 Totals (B/F)	£1,352.57	£5,815.47	£1,431.42	£4,429.85	£18,946.70	£0.00	£31,976.01	111	
Q2 Totals (B/F)	£718.80	£6,348.87	£1,236.18	£4,972.31	£0.00	£0.00	£13,276.16	60	
Q3 Totals (B/F)	£1,243.94	£4,309.13	£984.55	£2,665.24	£5,403.99	£0.00	£14,606.85	56	
Overall Total	£4,077.28	£20,528.15	£6,298.49	£13,564.37	£29,975.50	£0.00	£74,443.79	280	

Appendix E- Housing Benefit Overpayments over £10,000

Request For Benefit Overpayment Write Off									
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)					
15/06/2017						£20,849.75	1	bankruptcy (2005)	
15/06/2017						£10,765.95	1	deceased (2006)	
Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£31,615.70	2		

WRITE OFF REQUEST - DEBTS >£5000

Academy Reference: 400428431

Name: [REDACTED]

Address: [REDACTED], TAMWORTH STAFFS, [REDACTED]

Invoice: 8467823	Raised: 9/12/05	Period: 14/6/04 - 31/10/05	£7094.49
Invoice: 8476898	Raised: 5/5/06	Period: 23/3/01 - 18/6/01	£750.54
Invoice: 8476908	Raised: 5/5/06	Period: 18/6/01 - 14/6/04	£13004.72
CIS CHKD N/A		TOTAL o/s	£20849.75
Reason for w/o MISS [REDACTED] WAS MADE BANKRUPT 29/11/16			
Supporting evidence LETTER FROM THE INSOLVENCY SERVICE ON 20/30/11/16			

Write Off requested by: [Signature] Date: ~~31/11/16~~ 15/2/17

Authorised by: Date:

Additional Notes: LEGALLY WE ARE UNABLE TO TAKE PERST...
RECOVERY ACTION AS THIS DEBT WAS NOT RAISED AS A RESULT
OF A FRAUD INVESTIGATION

[Signature]
15/2/17



The Insolvency
Service

Tamworth Borough Council
counciltax@Tamworth.Gov.Uk

NORD1

Official Receiver's Office
Nottingham
Level 1
Apex Court
City Link
NOTTINGHAM
NG2 4LA

Tel: 0115 852 5000
Fax: 0115 852 5090
DX address: 702384
DX exchange: Nottingham 7
www.gov.uk/insolvency-service

Your ref: BKT5015056 - Please quote this in any reply
Our ref: 01158525071
Direct Line: 01158525071
E-mail: kam.panesar@insolvency.gsi.gov.uk
Date: 30 November 2016

Dear Sir/Madam

IN THE OFFICE OF THE ADJUDICATOR 5015056 of 2016

RE: [REDACTED], Currently not working, formerly known as [REDACTED]
[REDACTED], of [REDACTED], Tamworth, Staffordshire, [REDACTED]

A bankruptcy order was made against the above-named on 29 November 2016, on a petition presented on 28 November 2016.

This office is dealing with the administration of the insolvency; claims against [REDACTED] and enquiries should be addressed to K Panesar, telephone 01158525071.

All amounts owing to the insolvent should be held to the order of the Official Receiver.

Yours faithfully

E Church
Assistant Official Receiver



INVESTOR IN PEOPLE

A BIS SERVICE

WRITE OFF REQUEST - DEBTS >£2000

Academy Reference: 400112080

Name: [REDACTED]

Address: [REDACTED], AMINGTON, [REDACTED]

£10765.95 ds

Invoice: 8483658	Raised: 21/8/2004	Period: 16/10/01-17/4/06
Invoice:	Raised:	Period:
Invoice:	Raised:	Period:
CIS CHKD No		
Reason for w/o DGDH		
Supporting evidence LETTER REC FROM MRS [REDACTED] CONFIRMING TELEPHONE CONSULTATION OF 1/12/16. MR PASSED AGENCY 28/11/16		

Write Off requested by: [Signature] Date: 17/2/17

Authorised by: [Signature] Date: 17/2/17

Additional Notes: MR [REDACTED] HAD ONLY BEEN IN RECEIPT OF BENEFITS HE HAD BEEN FOR SOME YEARS. CONFIRMATION REC IN WRITING FROM MRS [REDACTED] THAT THERE ARE NO MONIES IN HIS ESTATE. SHE HAS NO RESPONSIBILITY FOR THIS DEBT. THE HOUSING, BENEFIT CLAIM WAS SOLELY IN MR [REDACTED] NAME, BEFORE HE WAS