

## Appendix A- Council Tax

### Summary of Council Tax Write Offs 01/04/2018-31/03/2019

Date of Write Off	Head of Revenues			Assistant Director of Finance	Executive Director of Finance	Cabinet	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-£2,000.00)									
08/01/2019									(£0.29)	(£0.29)		dividend
15/01/2019									(£18.40)	(£18.40)		dividends
24/01/2019							(£65.50)			(£65.50)		suspense >2 yr old
29/01/2019		£153.00								£153.00	1	uneconomic to pursue
12/02/2019					£6,446.81					£6,446.81	1	absconded
14/02/2019									(£8.91)	(£8.91)		dividends
14/02/2019				£16,516.24						£16,516.24	6	Insolvent
15/02/2019									(£14.96)	(£14.96)		dividends
05/03/2019									(£3.33)	(£3.33)		dividend
12/03/2019		£3,762.46	£8,776.24							£12,538.70	21	absconded
12/03/2019			£1,724.53							£1,724.53	1	deceased
12/03/2019			£5,293.90							£5,293.90	6	insolvent
12/03/2019	£73.31	£2,515.77	£2,640.61							£5,229.69	16	uneconomic to pursue
13/03/2019		£1,003.46	£1,519.80							£2,523.26	5	Insolvent
13/03/2019	£74.66									£74.66	1	statute barred
13/03/2019			£1,901.87							£1,901.87	1	vulnerable
14/03/2019									(£11.92)	(£11.92)		dividends
15/03/2019									(£5.71)	(£5.71)		dividend
18/03/2019									(£10.79)	(£10.79)		dividend
18/03/2019		£342.42	£2,342.37							£2,684.79	3	Insolvent
18/03/2019			£2,553.65							£2,553.65	2	deceased
18/03/2019		£2,348.09	£21,222.69							£23,570.78	26	absconded
18/03/2019		£88.85								£88.85	1	uneconomic to pursue
19/03/2019			£3,239.63							£3,239.63	3	Insolvent
19/03/2019			£59,875.77							£59,875.77	54	absconded
19/03/2019			£6,654.05							£6,654.05	8	uneconomic to pursue
20/03/2019			£14,660.07							£14,660.07	7	absconded
20/03/2019			£7,144.84							£7,144.84	3	Insolvent
20/03/2019		£387.69	£6,167.85							£6,555.54	5	deceased
21/03/2019				£17,321.94						£17,321.94	7	absconded
21/03/2019				£3,178.81						£3,178.81	1	uneconomic to pursue
26/03/2019		£2,170.27	£11,342.37	£10,042.72						£23,555.36	25	Insolvent
<b>Q4 Totals</b>	<b>£147.97</b>	<b>£12,772.01</b>	<b>£157,060.24</b>	<b>£47,059.71</b>	<b>£6,446.81</b>	<b>£0.00</b>	<b>(£65.50)</b>	<b>£0.00</b>	<b>(£74.31)</b>	<b>£223,346.93</b>	<b>204</b>	
<b>Q1 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£355.49)	(£355.49)	0	
<b>Q2 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£2,718.50)	(£2,718.50)	0	
<b>Q3 Totals (B/F)</b>	£58.96	£6,222.46	£7,385.87	£0.00	£0.00	£0.00	£0.00	£0.00	(£997.35)	£12,669.94	32	
<b>Overall Total</b>	<b>£206.93</b>	<b>£18,994.47</b>	<b>£164,446.11</b>	<b>£47,059.71</b>	<b>£6,446.81</b>	<b>£0.00</b>	<b>(£65.50)</b>	<b>£0.00</b>	<b>(£4,145.65)</b>	<b>£232,942.88</b>	<b>236</b>	

## Appendix B- Business Rates

Summary of NNDR Write Offs 01/04/2018-31/03/2019												
Date of Write Off	Head of Revenues			Assistant Director of Finance (£2,000.01-£5,000)	Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	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-£2,000.00)									
25/02/2019						£264,277.80				£264,277.80	4	dissolved
"						£37,133.68				£37,133.68	2	voluntary liquidation
"						£20,788.26				£20,788.26	1	compulsory liquidation
05/03/2019								(£715.22)	(£715.22)			transfer
<b>Q4 Totals</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£322,199.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£715.22)</b>	<b>£321,484.52</b>	<b>7</b>	
<b>Q1 Totals (B/F)</b>	£19.56	£666.65	£7,667.53	£17,059.49	£0.00	£0.00	£0.00	£0.00	£0.00	£25,413.23	14	
<b>Q2 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
<b>Q3 Totals (B/F)</b>	£0.00	£0.00	£4,144.22	£3,451.28	£25,885.33	£0.00	£0.00	£0.00	£0.00	£33,480.83	6	
<b>Overall Total</b>	<b>£19.56</b>	<b>£666.65</b>	<b>£11,811.75</b>	<b>£20,510.77</b>	<b>£25,885.33</b>	<b>£322,199.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£715.22)</b>	<b>£380,378.58</b>	<b>27</b>	

## Appendix C- Sundry Income

Summary of Sundry Income Write Offs 01/04/2018-31/03/2019

Date of Write Off	Assistant Director of Assets (up to £5,000.00)	Assistant Director Operations & Leisure (up to £5,000.00)	Assistant Director Neighbourhoods (up to £5,000.00)	Head of Revenues (£0.00-£2,000.00)	Assistant Director of Finance (£2,000.01-£5,000.00)	Assistant Director Partnerships (up to £5,000.00)	Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
<b>Q4 Totals</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0</b>	
<b>Q3 Totals (B/F)</b>	<b>£1,433.32</b>	<b>£1,910.00</b>	<b>£125.20</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£227.82</b>	<b>£6,635.00</b>	<b>£0.00</b>	<b>£10,331.34</b>	<b>7</b>	
<b>Overall Total</b>	<b>£1,433.32</b>	<b>£1,910.00</b>	<b>£125.20</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£227.82</b>	<b>£6,635.00</b>	<b>£0.00</b>	<b>£10,331.34</b>	<b>7</b>	
No write offs in Q4 of 2019/20											

## Appendix D- Housing Benefit Overpayments

### Summary of Benefit Overpayment Write Offs 01/04/2018-31/03/2019

Date of Write Off	Head of Benefits				Executive Director of Finance (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Reversed Write Off	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)						
31/01/2019	£13.52						£13.52	1	bankrupt (2015)	
"	£14.74						£14.74	1	<£40 o/s (2015)	
"	£72.28	£108.00					£180.28	2	not financially viable (2017)	
"	£6.79						£6.79	4	uneconomical to pursue (2015)	
"	£498.09	£395.33					£893.42	9	< 2 weeks outstanding due to death (2018)	
"	£48.54	£798.08	£778.90		£3,504.59		£5,130.11	6	HB Reg 100 compliant - not recoverable (18)	
"		£81.03					£81.03	1	deceased (2018)	
28/02/2019	£44.00						£44.00	1	court costs (2017)	
"	£89.63				£6,312.99		£6,402.62	2	bankrupt (2015)	
"	£5.62						£5.62	2	uneconomical to pursue (2013)	
"	£171.97	£81.02					£252.99	7	not financially viable (2015)	
"	£69.85						£69.85	3	<£40 o/s (2018)	
"		£583.81					£583.81	3	< 2 weeks outstanding due to death (2018)	
"					£8,237.39		£8,237.39	1	deceased (2015)	
"					£8,322.58		£8,322.58	1	absconded (2015)	
"	£1.41	£275.46			£2,561.38		£2,838.25	3	HB Reg 100 compliant - not recoverable (19)	
31/03/2019	£22.97	£766.64					£789.61	3	not financially viable (2014)	
"	£51.55	£461.82					£513.37	5	< 2 weeks outstanding due to death (2019)	
"	£2.26						£2.26	2	uneconomical to pursue (2015)	
"	£75.50	£704.49					£779.99	6	HB Reg 100 compliant - not recoverable (19)	
"					£2,418.32		£2,418.32	1	deceased (2016)	
<b>Q4 Totals</b>	<b>£1,188.72</b>	<b>£4,255.68</b>	<b>£778.90</b>	<b>£0.00</b>	<b>£31,357.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£37,580.55</b>	<b>64</b>	
<b>Q1 Totals (B/F)</b>	£816.67	£8,560.99	£808.00	£1,767.64	£2,439.49	£0.00	(£6.10)	£14,386.69	83	
<b>Q2 Totals (B/F)</b>	£989.45	£4,901.73	£1,386.90	£1,181.98	£14,291.65	£0.00	(£128.30)	£22,623.41	77	
<b>Q3 Totals (B/F)</b>	£926.88	£3,238.95	£609.51	£2,343.14	£0.00	£0.00	(£811.35)	£6,307.13	64	
<b>Overall Total</b>	<b>£3,921.72</b>	<b>£20,957.35</b>	<b>£3,583.31</b>	<b>£5,292.76</b>	<b>£48,088.39</b>	<b>£0.00</b>	<b>(£945.75)</b>	<b>£80,897.78</b>	<b>288</b>	

**Appendix E- Housing Benefit Overpayments over £10,000**

Approval Date	Head of Benefits				Corporate Director Of Resources (£2,000.01-£10,000)	Cabinet (£10,000.01 and over)	No. of accounts
	0.00-£75.0	5.01-£500.0	1.00 - £1,000.01-£2,000)	£1,000.01-£2,000)			
25/02/2019						£11,443.88	(400483581) 1
19/02/2019						£10,556.89	(400167191) 1

WRITE OFF REQUEST - DEBTS >£5000

Academy Reference: 4 [REDACTED]

Name: M. [REDACTED]

Address: [REDACTED]

Invoice: [REDACTED] 0. Raised: 5/4/17. Period: 13/1/14 - 12/4/17. Amount: £1143.88

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Total Amount Outstanding: £1143.88

History/Action Recovery Taken:

PAYMENTS RECEIVED SINCE JANUARY 18. REVIEW CARRIED OUT AUG 18. HIGH DEBTS EVIDENT AT THIS POINT AND FINITE REVIEW SET FOR 2019.

CIS CHKD N/A.

Reason for w/o BANKRUPTCY DATA 22/2/19 - BKTS070246

Supporting evidence INSOLVENCY SERVICE LETTER DATA 22/2/19

Write Off requested by: [Signature] Date: 23/2/19

Authorised by: [Signature] Date: 23/2/19



The Insolvency Service

25 FEB 2019

ORCREDFN

Official Receiver's Office  
Cardiff  
PO Box 16655  
BIRMINGHAM  
B2 2EP

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
B79 7BZ

Tel: 0300 678 0016  
Fax: 020 2036 8735  
[www.gov.uk/insolvency-service](http://www.gov.uk/insolvency-service)

Your ref: [REDACTED] & another  
Our ref: 246 - Please quote this in any reply  
Direct Line: 01158525032  
E-mail: [REDACTED]@insolvency.gov.uk  
Date: 22 February 2019

Dear Sir/Madam

IN THE OFFICE OF THE ADJUDICATOR [REDACTED] of 2019

RE: [REDACTED]

A bankruptcy order was made against [REDACTED] on 14 February 2019 on their own application.

The bankrupt is described as [REDACTED], Employed, of [REDACTED].

**Official Receiver is trustee**

This office is dealing with the bankruptcy. As Official Receiver, I am the trustee of the bankrupt's estate responsible for realising any assets and distributing any funds to creditors. Also, I am responsible for investigating the cause of the bankrupt's insolvency, including any business, dealings and affairs. If you have any information that may assist me in these duties please send to the address above (please include my reference).

Any claims against the bankrupt and any other enquiries should also be addressed to me.

**The trustee**

I will remain as trustee of the bankrupt's estate throughout the administration of the case.



A BEIS SERVICE

**WRITE OFF REQUEST - DEBTS >£5000**

Academy Reference: ... [REDACTED] ...

Name: ... [REDACTED] ...

Address: ... [REDACTED] ...

Invoice: [REDACTED] Raised: 13/8/03 Period: 5/4/93 - 16/6/03 Amount: £9628.31

Invoice: [REDACTED] Raised: 8/6/10 Period: 4/1/10 - 14/6/10 Amount: £928.58

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Total Amount Outstanding: £10556.89

History/Action Recovery Taken:

PAYMENTS RECEIVED THROUGHOUT HISTORY OF CASE. FAMILY  
CONTACTED 2016 TO ADVISE THIS SITE WAS CAREERINGS, HOSPITAL &  
PAYMENTS REQUIRED DUE TO AGE AND HEALTH SITUATION. NO ACTION  
TAKEN AND PAYMENTS CONTINUED UNTIL SITE AROSKO AUSTIN  
SIGNED FOR FROM DAUGHTER AS NO MONIES IN ESTATE + ACCESS  
TO PROSTATE CONFIRMED NHS.

CIS CHKD .N/A

Reason for w/o DEATH - NO MONIES IN THE ESTATE

Supporting evidence SYSTEM DOCUMENTS

Write Off requested by: Ectoman Date: 19/2/19

Authorised by: Stefan Gow Date: 19/2/19



Search for the will or probate of any person in the UK who died in or after 1996.

Surname

Year of death

First name (optional)

Month of death (optional)

Day of death (optional)

Year of probate (optional)

Month of probate (optional)

Day of probate (optional)

[Basic search](#)

**No results** with the name  and the year of death **2018**

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THE ESTATE OF THE LATE [REDACTED]  
ADDRESS [REDACTED]

1) I can confirm there were no monies from the estate of

2) There are monies to the value of £ [REDACTED] available to pay towards  
the outstanding balance

(please delete as appropriate)

Signed [REDACTED] Date 21/9/18

Relationship to deceased Daughter