

# Appendix A

## Summary of Council Tax Write Offs 01/04/2019-31/12/2019

Date of Write Off	Head of Revenues			Assistant Director of Finance	Executive Director of Finance		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)									
03/10/2019									(£10.86)	(£10.86)		Dividends received
09/10/2019									(£848.91)	(£848.91)		IVA failed
11/10/2019									(£1.54)	(£1.54)		Dividends received
15/10/2019									(£1.56)	(£1.56)		Dividends received
05/11/2019									(£15.00)	(£15.00)		Payment received
18/11/2019									(£1.49)	(£1.49)		Dividends received
25/11/2019									(£15.00)	(£15.00)		Payment received
25/11/2019									(£5.11)	(£5.11)		Dividends received
02/12/2019									(£5.00)	(£5.00)		Benefit adjustments
02/12/2019									(£80.34)	(£80.34)		Dividends received
17/10/2019		£427.47	£2,061.02							£2,488.49	5	Deceased
"		£792.02	£5,237.08							£6,029.10	10	No Trace
"		£1,133.43	£2,835.05							£3,968.48	9	Uneconomical to collect
"			£1,128.54							£1,128.54	2	Bankrupt
"			£716.33							£716.33	1	Dissolved
22/10/2019		£1,684.97	£1,466.77							£3,151.74	8	IVA
"			£1,902.30							£1,902.30	1	DRO
11/11/2019				£2,259.83						£2,259.83	1	IVA
"				£5,511.40						£5,511.40	2	Bankrupt
"				£10,119.03						£10,119.03	4	No trace
11/11/2019					£5,260.19					£5,260.19	4	No trace
<b>Q3 Totals</b>	<b>£0.00</b>	<b>£4,037.89</b>	<b>£15,347.09</b>	<b>£17,890.26</b>	<b>£5,260.19</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£984.81)</b>	<b>£41,550.62</b>	<b>47</b>	
<b>Q1 Totals (B/F)</b>	£5,716.98	£28,104.16	£46,328.18	£12,724.06	£0.00	£0.00	£0.00	£0.00	(£813.88)	£92,059.50	675	
<b>Q2 Totals (B/F)</b>	£35.00	£20,256.85	£19,280.34	£4,875.48	£0.00	£0.00	£0.00	£0.00	(£2,913.01)	£41,534.66	103	
<b>Overall Total</b>	<b>£5,751.98</b>	<b>£52,398.90</b>	<b>£80,955.61</b>	<b>£35,489.80</b>	<b>£5,260.19</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£4,711.70)</b>	<b>£175,144.78</b>	<b>825</b>	

Page 59 of 67

# Appendix B

## Summary of NNDR Write Offs 01/04/2019-31/12/2019

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)									
17/10/2019		£308.56								£308.56	1	No trace
"		£414.45								£414.45	1	Uneconomic to collect
"		£317.86								£317.86	1	company dissolved
22/11/2019				£4,315.28						£4,315.28	1	IVA
"				£3,200.30						£3,200.30	2	Uneconomic to collect
27/11/2019					£11,379.72					£11,379.72	2	No trace
<b>Q3 Totals</b>	<b>£0.00</b>	<b>£1,040.87</b>	<b>£0.00</b>	<b>£7,515.58</b>	<b>£11,379.72</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£19,936.17</b>	<b>8</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£8,222.31</b>	<b>£15,330.61</b>	<b>£5,556.82</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£273.04)</b>	<b>£28,836.70</b>	<b>10</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>£146,711.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£108.42)</b>	<b>£146,603.08</b>	<b>5</b>	
<b>Overall Total</b>	<b>£0.00</b>	<b>£1,040.87</b>	<b>£8,222.31</b>	<b>£22,846.19</b>	<b>£16,936.54</b>	<b>£146,711.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£381.46)</b>	<b>£195,375.95</b>	<b>23</b>	

# Appendix C

## Summary of Sundry Income Write Offs 01/04/2019-31/12/2019

Date of Write Off	Assistant Director of Assets (up to £5,000.00)	Assistant Director Growth & Regeneration (up to £5,000.00)	Assistant Director People (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)
13/11/2019		£620.00									£620.00	1	No trace
"		£1,380.00									£1,380.00	1	Dissolved
29/11/2019										£11,956.65	£11,956.65	1	Proposal to strike off
<b>Q3 Totals</b>	<b>£0.00</b>	<b>£2,000.00</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>£11,956.65</b>	<b>£13,956.65</b>	<b>3</b>	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	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	£0.00	0	
<b>Overall Total</b>	<b>£0.00</b>	<b>£2,000.00</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>£11,956.65</b>	<b>£13,956.65</b>	<b>3</b>	

Page 6 of 6

# Appendix D

## Summary of Benefit Overpayment Write Offs 01/04/2019-31/12/2019

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)						
31.10.2019	£7.62								4	uneconomical to pursue (2019)
"		£244.15							2	<2 weeks outstanding due to death (2019)
"		£322.06							2	not financially viable (2017)
30.11.2019	£8.41								4	uneconomical to pursue (2019)
"	£29.32								2	not financially viable (2019)
"	£45.73								2	HB Reg100 compliant not recoverable (19)
"		£627.06							5	<2 weeks outstanding due to death (2019)
"		£266.80							1	absconded (2017)
02.12.2019							(£143.19)	(£143.19)		reversal
31.12.2019	£3.95								2	uneconomical to pursue (2017)
"		£77.52							1	<2 weeks outstanding due to death (2019)
"		£210.75			£3,790.39				2	HB Reg100 compliant not recoverable (19)
"			£593.21						1	bankruptcy/insolvency (2015)
<b>Q3 Totals</b>	<b>£95.03</b>	<b>£1,748.34</b>	<b>£593.21</b>	<b>£0.00</b>	<b>£3,790.39</b>	<b>£0.00</b>	<b>(£143.19)</b>	<b>£6,083.78</b>	<b>28</b>	
<b>Q1 Totals (B/F)</b>	<b>£345.87</b>	<b>£1,754.68</b>	<b>£600.94</b>	<b>£0.00</b>	<b>£8,996.34</b>	<b>£0.00</b>	<b>(£91.87)</b>	<b>£11,605.96</b>	<b>35</b>	
<b>Q2 Totals (B/F)</b>	<b>£148.10</b>	<b>£1,831.95</b>	<b>£0.00</b>	<b>£1,138.64</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£136.08)</b>	<b>£2,982.61</b>	<b>32</b>	
<b>Overall Total</b>	<b>£589.00</b>	<b>£5,334.97</b>	<b>£1,194.15</b>	<b>£1,138.64</b>	<b>£12,786.73</b>	<b>£0.00</b>	<b>(£371.14)</b>	<b>£20,672.35</b>	<b>95</b>	