

# Appendix A

## Summary of Council Tax Write Offs 01/04/2019-31/03/2020

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)									
January 2020									(£15.00)	(£15.00)		Payments received
"									(£58.56)	(£58.56)		Dividends received
"									(£702.05)	(£702.05)		Forwarding address obtained
10/01/2020				£2,116.34						£2,116.34	1	Hardship
29/01/2020		£240.66	£1,448.32							£1,688.98	2	Deceased
		£2,599.12	£13,984.40							£16,583.52	23	No trace
		£3,613.58	£6,296.57							£9,910.15	19	Uneconomic to pursue
		£232.28								£232.28	1	Statute barred
February 2020									(£22.50)	(£22.50)		Payments received
"									(£21.97)	(£21.97)		Dividends received
"									(£27.37)	(£27.37)		Exemption added
27/02/2020	£50.03	£292.09	£1,825.56							£2,167.68	5	LCTR- LA Error
"		£388.22	£767.98							£1,156.20	2	Voluntary arrangement
"			£1,345.43							£1,345.43	1	Uneconomic to pursue
"		£169.71								£169.71	1	Debt relief order
March 2020									(£30.00)	(£30.00)		Payments received
									(£12.67)	(£12.67)		Dividends received
									(£74.66)	(£74.66)		Liability removed
<b>Q4 Totals</b>	<b>£50.03</b>	<b>£7,535.66</b>	<b>£25,668.26</b>	<b>£2,116.34</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£964.78)</b>	<b>£34,405.51</b>	<b>55</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>Q3 Totals (B/F)</b>	£0.00	£4,037.89	£15,347.09	£17,890.26	£5,260.19	£0.00	£0.00	£0.00	(£984.81)	£41,550.62	47	
<b>Overall Total</b>	<b>£5,802.01</b>	<b>£59,934.56</b>	<b>£106,623.87</b>	<b>£37,606.14</b>	<b>£5,260.19</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£5,676.48)</b>	<b>£209,550.29</b>	<b>880</b>	

# Appendix B

## Summary of NDR Write Offs 01/04/2019-31/03/2020

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)									
<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>£0.00</b>	<b>0</b>	
<b>Q1 Totals (B/F)</b>	£0.00	£0.00	£8,222.31	£15,330.61	£5,556.82	£0.00	£0.00	£0.00	(£273.04)	£28,836.70	10	
<b>Q2 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£146,711.50	£0.00	£0.00	(£108.42)	£146,603.08	5	
<b>Q3 Totals (B/F)</b>	£0.00	£1,040.87	£0.00	£7,515.58	£11,379.72	£0.00	£0.00	£0.00	£0.00	£19,936.17	8	
<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>	
No NDR write offs in Q4												

# Appendix C

Summary of Sundry Income Write Offs 01/04/2019-31/03/2020

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)
Q4 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
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	
Q3 Totals (B/F)	£0.00	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,956.65	£13,956.65	3	
<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>	

No Sundry Income write offs in Q4

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# Appendix D

## Summary of Benefit Overpayment Write Offs 01/04/2019-31/03/2020

Date of Write Off	Head of Benefits				Executive Director of Finance	Cabinet	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)						
31/01/2020	£43.92						£43.92	1	<2 weeks outstanding due to death (2020)	
"	£39.60						£39.60	1	not financially viable	
"		£574.50					£574.50	2	deceased	
"	£13.86						£13.86	4	HB Reg100 compliant not recoverable (19)	
"	£2.69						£2.69	1	uneconomical to pursue	
January 2020						(£40.98)	(£40.98)			
"						(£68.59)	(£68.59)			
29/02/2020	£15.96						£15.96	6	uneconomical to pursue (20)	
"	£70.22	£185.31					£255.53	3	<2 weeks outstanding due to death	
"	£40.53	£346.29					£386.82	5	not financially viable	
"	£166.73		£1,319.36				£1,486.09	3	HB Reg100 compliant not recoverable (20)	
"	£671.28						£671.28	1	deceased	
03/2020	£308.74	£76.17					£384.91	6	not financially viable (18)	
"	£78.20	£165.21					£243.41	3	<2 weeks outstanding due to death (20)	
"	£0.01						£0.01	1	uneconomical to pursue (20)	
"	£27.84	£179.43					£207.27	3	HB Reg100 compliant not recoverable (20)	
<b>Q4 Totals</b>	<b>£1,479.58</b>	<b>£1,526.91</b>	<b>£1,319.36</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£109.57)</b>	<b>£4,216.28</b>	<b>40</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>Q3 Totals (B/F)</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>Overall Total</b>	<b>£2,068.58</b>	<b>£6,861.88</b>	<b>£2,513.51</b>	<b>£1,138.64</b>	<b>£12,786.73</b>	<b>£0.00</b>	<b>(£480.71)</b>	<b>£24,888.63</b>	<b>135</b>	