

Appendix A

Summary of Council Tax Write Offs 01/04/2020-31/12/2020

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)	(£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)									
12/10/2020									(£2,259.83)	(£2,259.83)		failed IVA
15/10/2020								(£111.84)		(£111.84)		2017/18 suspense payments >2yr old
16/10/2020				£4,111.52						£4,111.52	1	DRO
"				£3,006.62						£3,006.62	1	IVA
03/11/2020	£405.78									£405.78	21	small balances
27/11/2020								(£868.35)		(£868.35)		2018/19 suspense payments >2yr old
07/12/2020		£357.47								£357.47	1	Bankrupt
"		£144.39								£144.39	1	DRO
"		£135.00	£505.96							£640.96	2	Deceased
"		£98.36								£98.36	1	IVA
"			£685.33							£685.33	1	Liquidation
"		£2,041.43	£7,073.13							£9,114.56	18	No trace
"		£87.74								£87.74	1	Statute barred
"			£753.75							£753.75	1	Statute barred/ uneconomic to collect
"		£333.57	£675.26							£1,008.83	2	Uneconominc to collect
"		£368.97								£368.97	1	Vulnerable (care home resident)
22/12/2020									(£76.00)	(£76.00)		failed IVA
28/12/2020									(£374.98)	(£374.98)		DRO payment received
Q3 Totals	£405.78	£3,566.93	£9,693.43	£7,118.14	£0.00	£0.00	£0.00	(£980.19)	(£2,710.81)	£17,093.28	52	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£1,122.47)	(£1,122.47)	0	
Q2 Totals (B/F)	£959.30	£6,664.21	£26,630.25	£10,394.85	£5,568.94	£0.00	£0.00	£0.00	(£287.80)	£49,929.75	99	
Overall Total	£1,365.08	£10,231.14	£36,323.68	£17,512.99	£5,568.94	£0.00	£0.00	(£980.19)	(£4,121.08)	£65,900.56	151	

Appendix B

Summary of NNDR Write Offs 01/04/2020-31/12/2020

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)									
06/10/2020									(£0.56)	(£0.56)		RV reduction
12/10/2020			£1,919.40							£1,919.40	1	Bankrupt
"			£1,798.34							£1,798.34	1	Proposal to strike off
"			£1,616.29							£1,616.29	1	Liquidation
"			£2,391.06							£2,391.06	2	Uneconomic to pursue
26/10/2020				£2,204.00						£2,204.00	1	Administration
"				£3,274.13						£3,274.13	1	Dissolved
"				£5,557.73						£5,557.73	2	Uneconomic to pursue
10/11/2020					£5,933.59					£5,933.59	1	Absconded
"					£5,197.87					£5,197.87	1	Bankrupt
"					£9,217.02					£9,217.02	1	Dissolved
"					£23,726.55					£23,726.55	4	Liquidation
"					£19,839.13					£19,839.13	3	No trace
"					£6,983.40					£6,983.40	1	Proposal to strike off
31/12/2020						£37,057.09				£37,057.09	2	Administration
"						£16,042.57				£16,042.57	1	Proposal to strike off
Q3 Totals	£0.00	£0.00	£7,725.09	£11,035.86	£70,897.56	£53,099.66	£0.00	£0.00	(£0.56)	£142,757.61	23	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£6,306.66)	(£6,306.66)	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£23,277.10	£0.00	£22,693.86	£0.00	£0.00	(£474.61)	£45,496.35	9	
Overall Total	£0.00	£0.00	£7,725.09	£34,312.96	£70,897.56	£75,793.52	£0.00	£0.00	(£6,781.83)	£181,947.30	32	

Appendix C

Summary of Sundry Income Write Offs 01/04/2020-31/12/2020

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)
Q3 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	
Overall Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2020-31/12/2020

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)						
05/10/2020							(£4.07)	(£4.07)		w/o Sept 20 NFA/reversed to allocate pymt
31/10/2020	£128.87	£103.53						£232.40	3	Not financially viable
"	£69.00	£102.60						£171.60	3	deceased < 2 wks o/s
"	£8.57							£8.57	1	Uneconomical to pursue
"			£532.44					£532.44	1	Deceased
"					£4,377.64			£4,377.64	1	Insolvency
30/11/2020	£31.28	£185.43						£216.71	3	deceased < 2 wks o/s
"	£100.63							£100.63	3	Not financially viable
31/12/2020	£44.00							£44.00	1	court costs
"	£70.56	£405.90						£476.46	4	deceased < 2 wks o/s
"	£23.56	£121.63						£145.19	2	Not financially viable
"	£0.03							£0.03	1	Uneconomical to pursue
"					£4,413.18			£4,413.18	1	deceased
Q3 Totals	£476.50	£919.09	£532.44	£0.00	£8,790.82	£0.00	(£4.07)	£10,714.78	24	
Q1 Totals (B/F)	£360.84	£2,794.02	£2,692.94	£2,407.24	£0.00	£0.00	(£46.29)	£8,208.75	38	
Q2 Totals (B/F)	£254.59	£2,926.60	£1,794.44	£1,081.26	£0.00	£0.00	£0.00	£6,056.89	28	
Overall Total	£1,091.93	£6,639.71	£5,019.82	£3,488.50	£8,790.82	£0.00	(£50.36)	£24,980.42	90	

Appendix E

Summary of Housing Write Offs 01/04/2020-31/12/2020

Date of Write Off	Assistant Director - Neighbourhoods				Executive Director of Finance	Cabinet	Remitted	Credit Write Off	Reversed Write Off (Write On)	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)	(£2,000.01-£5,000)	(£5,000.01-£10,000.00)	(£10,000.01 and Over)						
17/11/2020							(£1,854.45)		(£1,854.45)			Former tenants under £25, over 6 years old
23/11/2020	£21.87	£246.27	£791.00						£1,059.14		4	Deceased
"	£158.98	£3,350.92	£1,000.15	£2,543.44					£7,053.49		23	Statute barred
"		£360.00	£2,427.26	£5,665.38					£8,452.64		6	Debt Relief Order
Q3 Totals	£180.85	£3,957.19	£4,218.41	£8,208.82	£0.00	£0.00	£0.00	(£1,854.45)	£0.00	£14,710.82	33	
Q1 Totals (B/F)	£405.59	£6,214.41	£8,684.40	£4,972.42	£14,939.11	£0.00	£0.00	(£2,159.29)	£0.00	£33,056.64	51	
Q2 Totals (B/F)	£4,927.16	£5,904.68	£5,360.83	£7,722.61	£0.00	£0.00	£0.00	(£2,094.49)	(£3,409.63)	£18,411.16	242	
Overall Total	£5,513.60	£16,076.28	£18,263.64	£20,903.85	£14,939.11	£0.00	£0.00	(£6,108.23)	(£3,409.63)	£66,178.62	326	

Page 26

This page is intentionally left blank