

Appendix A

Summary of Council Tax Write Offs 01/04/2020-31/03/2021

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)									
05/01/2021									(£74.97)	(£74.97)		Dividend received
12/01/2021					£5,049.47					£5,049.47	1	no trace
13/01/2021	£75.00									£75.00	1	IVA
"		£248.54								£248.54	1	Company dissolved
"		£263.33	£1,937.27							£2,200.60	3	Deceased
"			£2,433.48							£2,433.48	2	Debt relief order
"		£2,972.48	£2,603.21							£5,575.69	12	no trace
"			£932.35							£932.35	1	Statute Barred
"		£677.96								£677.96	2	Uneconomic to collect
20/01/2021									(£767.98)	(£767.98)		IVA terminated
"									(£21.97)	(£21.97)		Dividend received
25/01/2021	£1,358.17									£1,358.17	44	small balance
01/02/2021				£2,176.00						£2,176.00	1	IVA
02/02/2021		£440.47								£440.47	1	Bankrupt
"			£501.91							£501.91	1	Debt relief order
"		£877.09	£1,563.25							£2,440.34	6	IVA
"		£138.95								£138.95	1	Uneconomic to collect
"		£273.10								£273.10	1	Vulnerable
05/02/2021				£2,616.03						£2,616.03	1	Uneconomic to collect
"				£20,199.93						£20,199.93	7	No trace
16/02/2021									(£16.66)	(£16.66)		Dividends
03/03/2021									(£24.22)	(£24.22)		Discount awarded
19/03/2021									(£21.32)	(£21.32)		Dividend
25/03/2021									(£41.69)	(£41.69)		Dividends
Q4 Totals	£1,433.17	£5,891.92	£9,971.47	£24,991.96	£5,049.47	£0.00	£0.00	£0.00	(£968.81)	£46,369.18	86	
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	
Q3 Totals (B/F)	£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	
Overall Total	£2,798.25	£16,123.06	£46,295.15	£42,504.95	£10,618.41	£0.00	£0.00	(£980.19)	(£5,089.89)	£112,269.74	237	

Appendix B

Summary of NDR Write Offs 01/04/2020-31/03/2021

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)									
11/02/2021			£1,454.19							£1,454.19	1	Dissolved
12/02/2021				£2,282.34						£2,282.34	1	Dissolved
"				£4,909.70						£4,909.70	1	Proposal to strike off
02/03/2021					£11,504.44					£11,504.44	2	No trace
"					£13,716.69					£13,716.69	2	Dissolved
Q4 Totals	£0.00	£0.00	£1,454.19	£7,192.04	£25,221.13	£0.00	£0.00	£0.00	£0.00	£33,867.36	7	
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	
Q3 Totals (B/F)	£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	
Overall Total	£0.00	£0.00	£9,179.28	£41,505.00	£96,118.69	£75,793.52	£0.00	£0.00	(£6,781.83)	£215,814.66	39	

Appendix C

Summary of Sundry Income Write Offs 01/04/2020-31/03/2021

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)
22/01/2021	£151.44										£151.44	1	insurance dispute
Q4 Totals	£151.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151.44	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	£0.00	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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Overall Total	£151.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151.44	1	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2020-31/03/2021

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)						
31/01/2021	£0.89						£0.89	1	uneconomical to persue	
"	£28.11	£494.04					£522.15	2	not financially viable	
"	£114.04	£99.70					£213.74	3	deceased < 2 wks o/s	
"		£197.62					£197.62	1	HB Reg100 compliant not recoverable	
"				£1,607.40			£1,607.40	1	insolvency	
28/02/2021	£5.42						£5.42	2	uneconomical to persue	
"	£3.62	£215.25					£218.87	3	HB Reg100 compliant not recoverable	
"	£62.92						£62.92	2	not financially viable	
"		£467.11					£467.11	4	deceased < 2 wks o/s	
"		£150.52					£150.52	1	deceased	
"				£667.84			£667.84	1	bankrupt (insolvency)	
31/03/2021	£70.16	£555.61					£625.77	6	deceased < 2 wks o/s	
"	£46.21						£46.21	2	not financially viable	
Q4 Totals	£331.37	£2,179.85	£667.84	£1,607.40	£0.00	£0.00	£0.00	£4,786.46	29	
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	
Q3 Totals (B/F)	£476.50	£919.09	£532.44	£0.00	£8,790.82	£0.00	(£4.07)	£10,714.78	24	
Overall Total	£1,423.30	£8,819.56	£5,687.66	£5,095.90	£8,790.82	£0.00	(£50.36)	£29,766.88	119	

Appendix E

Summary of Housing Write Offs 01/04/2020-31/03/2021

Date of Write Off	Assistant Director - Neighbourhoods				Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	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)								
13/01/2021								(£537.78) (£2,177.33)		(£537.78) (£2,177.33)		Former tenants under £25, over 6 years old Former garage tenants under £25, over 6 years old
23/03/2021	£194.42 £3.21	£1,620.46	£2,363.03							£4,177.91 £3.21		19 Deceased. No estate or under £250 1 Uneconomic to pursue and not current tenant
	£491.05	£4,423.50	£16,663.19	£9,833.57						£31,411.31		53 Over 6 years old statuteBarred, no contact during at least last 6 years
		£335.89								£335.89		1 Management request
	£148.87	£1,168.04								£1,316.91		10 LA error
			£1,690.39							£1,690.39		1 DRO (over 12 months)
Q4 Totals	£837.55	£7,547.89	£20,716.61	£9,833.57	£0.00	£0.00	£0.00	(£2,715.11)	£0.00	£36,220.51	85	
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	
Q3 Totals (B/F)	£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	
Overall Total	£6,351.15	£23,624.17	£38,980.25	£30,737.42	£14,939.11	£0.00	£0.00	(£8,823.34)	(£3,409.63)	£102,399.13	411	