

# Appendix A

## Summary of Council Tax Write Offs 01/04/2021-31/03/2022

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)									
26/01/2022									(£165.93)	(£165.93)		Adjusted CTR
14/03/2022		£859.09	£6,641.11	£6,517.95						£14,018.15	11	Hardship
17/03/2022		£313.04								£313.04	1	Hardship
21/03/2022		£498.41								£498.41	1	Hardship
23/03/2022							(£28.30)			(£28.30)		Suspense payments over 2 years old
24/03/2022			£1,979.57	£3,371.22						£5,350.79	2	Hardship
25/03/2022		£421.23								£421.23	1	Hardship
31/03/2022	£22.92									£22.92	1	Hardship
<b>Q4 Totals</b>	<b>£22.92</b>	<b>£2,091.77</b>	<b>£8,620.68</b>	<b>£9,889.17</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£28.30)</b>	<b>(£165.93)</b>	<b>£20,430.31</b>	<b>17</b>	
<b>Q1 Totals (B/F)</b>	£0.00	£0.00	£1,665.82	£0.00	£0.00	£0.00	£0.00	£0.00	(£114.31)	£1,551.51	1	
<b>Q2 Totals (B/F)</b>	£0.00	£473.96	£1,745.20	£2,826.88	£0.00	£0.00	£0.00	£0.00	(£2,127.87)	£2,918.17	3	
<b>Q3 Totals (B/F)</b>	£14.63	£694.23	£12,368.96	£0.00	£0.00	£0.00	£0.00	£0.00	(£745.10)	£12,332.72	14	
<b>Overall Total</b>	<b>£37.55</b>	<b>£3,259.96</b>	<b>£24,400.66</b>	<b>£12,716.05</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£28.30)</b>	<b>(£3,153.21)</b>	<b>£37,232.71</b>	<b>35</b>	



Appendix C

Summary of Sundry Income Write Offs 01/04/2021-31/03/2022

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)	£240.72	£0.00	£0.00	£562.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£802.72	3	
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	£240.72	£0.00	£0.00	£562.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£802.72	3	

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## Appendix D

### Summary of Benefit Overpayment Write Offs 01/04/2021-31/03/2022

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)						
31/01/2022	£160.00						£160.00	1	Court costs	
"	£12.86						£12.86	1	Discretionary Housing Payments	
"	£25.20	£640.84					£666.04	3	Not Financially Viable	
"	£60.05	£302.27					£362.32	1	Banruptcy	
"		£325.18					£325.18	2	Deceased < 2wks o/s	
28/02/2022	£67.56						£67.56	3	Not Financially Viable	
"		£910.41					£910.41	7	Deceased < 2wks o/s	
"						(£113.82)	(£113.82)		Deceased < 2wks o/s	
31/03/2022	£41.06						£41.06	1	Deceased	
"	£3.53						£3.53	1	Small balance o/s	
"		£928.97					£928.97	6	Deceased < 2wks o/s	
	£8.49	£156.57	£989.88				£1,154.94	3	Non recoverable debt Reg100	
<b>Q4 Totals</b>	<b>£378.75</b>	<b>£3,264.24</b>	<b>£989.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£113.82)</b>	<b>£4,519.05</b>	<b>29</b>	
<b>Q1 Totals (B/F)</b>	£367.98	£590.25	£0.00	£0.00	£6,458.30	£0.00	£0.00	£7,416.53	14	
<b>Q2 Totals (B/F)</b>	£123.62	£1,514.47	£0.00	£0.00	£0.00	£0.00	£0.00	£1,638.09	16	
<b>Q3 Totals (B/F)</b>	£128.51	£2,151.40	£631.86	£2,717.19	£11,376.79	£0.00	(£0.10)	£17,005.65	25	
<b>Overall Total</b>	<b>£998.86</b>	<b>£7,520.36</b>	<b>£1,621.74</b>	<b>£2,717.19</b>	<b>£17,835.09</b>	<b>£0.00</b>	<b>(£113.92)</b>	<b>£30,579.32</b>	<b>84</b>	

# Appendix E

## Summary of Housing Write Offs 01/04/2021-31/03/2022

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)						
10/03/2022	£74.05	£458.16	£620.35	£3,557.43					£4,709.99	5	Deceased. No estate or under £250	
	£19.36								£19.36	2	LA Error	
	£129.69	£4,556.97	£560.00						£5,246.66	28	Over 6 years old Statute Barred, no contact during at least last 6 years	
11/03/2022							(£5,027.22)		(£5,027.22)		Over 6 years old	
<b>Q4 Totals</b>	<b>£223.10</b>	<b>£5,015.13</b>	<b>£1,180.35</b>	<b>£3,557.43</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£5,027.22)</b>	<b>£0.00</b>	<b>£4,948.79</b>	<b>35</b>	
<b>Q1 Totals (B/F)</b>	<b>£414.48</b>	<b>£5,764.26</b>	<b>£22,531.60</b>	<b>£31,110.54</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£6,866.99)</b>	<b>(£71.10)</b>	<b>£52,882.79</b>	<b>72</b>	
<b>Q2 Totals (B/F)</b>	<b>£155.57</b>	<b>£2,534.58</b>	<b>£1,433.63</b>	<b>£12,761.47</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£1,378.30)</b>	<b>(£863.10)</b>	<b>£14,643.85</b>	<b>25</b>	
<b>Q3 Totals (B/F)</b>	<b>£267.44</b>	<b>£7,042.57</b>	<b>£6,795.35</b>	<b>£12,854.98</b>	<b>£17,535.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£13,514.57)</b>	<b>£0.00</b>	<b>£30,981.65</b>	<b>67</b>	
<b>Overall Total</b>	<b>£1,060.59</b>	<b>£20,356.54</b>	<b>£31,940.93</b>	<b>£60,284.42</b>	<b>£17,535.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£26,787.08)</b>	<b>(£934.20)</b>	<b>£103,457.08</b>	<b>199</b>	

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