

Appendix A

Summary of Council Tax Write Offs 01/04/2022-30/06/2022

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)	(£2,000.01-£5,000)	(£5,000.01-£10,000.00)	(£10,000.01 and Over)						
04/04/2022			£1,916.51							£1,916.51	1	Hardship
07/04/2022									(£40.52)	(£40.52)		Dividend receivec
08/04/2022				£3,911.18						£3,911.18	1	Hardship
20/06/2022		£476.18								£476.18	1	Hardship
Q1 Totals	£0.00	£476.18	£1,916.51	£3,911.18	£0.00	£0.00	£0.00	£0.00	(£40.52)	£6,263.35	3	

Appendix B

Summary of NDR Write Offs 01/04/2022-30/06/2022

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)									
07/04/2022									(£51.02)	(£51.02)		Dividend received
Q1 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£51.02)	(£51.02)	0	

Appendix C

Summary of Sundry Income Write Offs 01/04/2022-30/06/2022

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)
Page 155													
Q1 Totals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	

No write offs in Q1

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2022-30/06/2022

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)						
30/04/2022	£19.19						£19.19	1	Not financially viable	
"		£88.04					£88.04	1	<2 wks o/s due to death	
31/05/2022	£0.05						£0.05	1	Small balance	
"		£121.67					£121.67	1	<2 wks o/s due to death	
"				£1,032.92			£1,032.92	1	Bankruptcy	
30/06/2022	£7.23						£7.23	1	Discretionary housing payment	
"	£101.56	£87.18					£188.74	3	not financially viable	
"		£466.72					£466.72	3	<2 wks o/s due to death	
Q1 Totals	£128.03	£763.61	£0.00	£1,032.92	£0.00	£0.00	£1,924.56	12		

Appendix E

Summary of Housing Write Offs 01/04/2022-30/06/2022

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 (dr Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)	(£2,000.01-£5,000)								
18/05/2022	£41.23	£283.25							£324.48	3	Deceased. No estate or under £250	
"	£161.34	£3,691.69	£1,720.15						£5,573.18	27	Over 6 years old statute barred, no contact during at least last 6 years	
"							(£6,086.17)		(£6,086.17)		332 Supporting People credits over 6 years old and under £100 where it is not practical for it be allocated to another account or refunded. This forms part of a cleansing exercise of Supporting People in accordance with good practice	
Q1 Totals	£202.57	£3,974.94	£1,720.15	£0.00	£0.00	£0.00	£0.00	(£6,086.17)	£0.00	(£188.51)	30	

Appendix F

WRITE OFF REQUEST – DEBTS >£10,000 (CABINET APPROVAL REQUIRED)

Academy Reference: [REDACTED]

Name: [REDACTED]

Address: [REDACTED]

Invoice: [REDACTED] Raised: 25 Jan 16 Period: 16.04.2007 – 29.10.2013

Amount Outstanding: £16589.88

History/Action Recovery Taken:

Reason for w/o – [REDACTED] passed away 20/2/22

Supporting evidence – ‘Tell Us Once’ form completed 2/3/22 by daughter. Copy of death Certificate – attached below

Liaison with family requesting information regarding any monies left in the estate. A payment of £1894.00 was received 06.06.2022 in this regard.

Write Off requested by: ... [REDACTED] Date: 16.06.2022

Authorised by: ... [REDACTED]
Date: ...20/06/22.....

Authorised by: [REDACTED] Date: 09/08/2022

Page 158