

# Appendix A

## Summary of Council Tax Write Offs 01/04/2023-31/12/2023

Date of Write Off	Head of Revenues			Assistant Director of Finance	Executive Director of Finance		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)									
Oct 2023									(£717.09) ✓	(£717.09)		Voluntary arrangement failed
Oct 2023									(£94.35) ✓	(£94.35)		Dividends received
Nov 2023									(£449.74) ✓	(£449.74)		Voluntary arrangement failed
Nov 2023									(£14.43) ✓	(£14.43)		Liability changed
Dec 2023									(£33.97) ✓	(£33.97)		Liability changed
Oct 2023		£451.00	£1,608.48						✓	£2,059.48	2	Hardship
Nov 2023	£19.36	£649.49							✓	£668.85	3	Hardship
<b>Q3 Totals</b>	<b>£19.36</b>	<b>£1,100.49</b>	<b>£1,608.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£1,309.58)</b>	<b>£1,418.75</b>	<b>5</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.01</b>	<b>£0.00</b>	<b>£1,920.41</b>	<b>£2,132.85</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£884.27)</b>	<b>£3,169.00</b>	<b>3</b>	
<b>Q2 Totals (B/F)</b>	<b>£67.20</b>	<b>£1,338.33</b>	<b>£1,327.90</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£1,127.62)</b>	<b>£1,605.81</b>	<b>8</b>	
<b>Overall Total</b>	<b>£86.57</b>	<b>£2,438.82</b>	<b>£4,856.79</b>	<b>£2,132.85</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£3,321.47)</b>	<b>£6,193.56</b>	<b>16</b>	

# Appendix B

## Summary of NNDR Write Offs 01/04/2023-31/12/2023

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)									
30/11/2023		£243.95								£243.95	1	Liquidation
<b>Q3 Totals</b>	<b>£0.00</b>	<b>£243.95</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>£243.95</b>	<b>1</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,398.94</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>£1,398.94</b>	<b>1</b>	
<b>Q2 Totals (B/F)</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>Overall Total</b>	<b>£0.00</b>	<b>£243.95</b>	<b>£1,398.94</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>£1,642.89</b>	<b>2</b>	

# Appendix C

## Summary of Sundry Income Write Offs 01/04/2023-31/12/2023

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)
Oct 2023	£409.00										£409.00	3	Uneconomic to pursue
Dec 2023	£382.28										£382.28	1	No trace
<b>Q3 Totals</b>	<b>£791.28</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>£791.28</b>	<b>4</b>	
<b>Q1 Totals (B/F)</b>	<b>£3,051.48</b>	<b>£540.00</b>	<b>£0.00</b>	<b>£864.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,838.00</b>	<b>£6,678.07</b>	<b>£17,971.55</b>	<b>17</b>	
<b>Q2 Totals (B/F)</b>	<b>£7,661.58</b>	<b>£2,524.00</b>	<b>£0.00</b>	<b>£290.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£577.53</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,053.11</b>	<b>13</b>	
<b>Overall Total</b>	<b>£11,504.34</b>	<b>£3,064.00</b>	<b>£0.00</b>	<b>£1,154.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£577.53</b>	<b>£6,838.00</b>	<b>£6,678.07</b>	<b>£29,815.94</b>	<b>34</b>	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2023-31/12/2023

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)						
Oct 2023	£4.35						£4.35	1	Small balance	
Oct 2023	£35.25						£35.25	1	Uneconomic to pursue	
Oct 2023		£665.27					£665.27	5	deceased	
Nov 2023	£0.66						£0.66	1	Small balance	
Nov 2023	£37.61						£37.61	1	deceased	
Dec 2023		£79.40					£79.40	1	deceased	
<b>Q3 Totals</b>	<b>£77.87</b>	<b>£744.67</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£822.54</b>	<b>10</b>		
<b>Q1 Totals (B/F)</b>	<b>£2.47</b>	<b>£1,347.98</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£302.27)</b>	<b>£1,048.18</b>	<b>9</b>	
<b>Q2 Totals (B/F)</b>	<b>£1.30</b>	<b>£1,557.55</b>	<b>£599.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£32.05)</b>	<b>£2,125.86</b>	<b>9</b>	
<b>Overall Total</b>	<b>£81.64</b>	<b>£3,650.20</b>	<b>£599.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£334.32)</b>	<b>£3,996.58</b>	<b>28</b>	

# Appendix E

## Summary of Housing Write Offs 01/04/2023-31/12/2023

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)								
13/11/2023	£142.75	£1,372.28	£3,665.24	£4,114.89						£9,295.16	17	Deceased. No estate or under £250
"	£1.05									£1.05	2	Uneconomical to pursue and not current tenant
"	£130.53	£2,941.52	£5,488.58	£2,165.48						£10,726.11	31	Over 6 years old Statute Barred, no contact during at least last 6 years
"		£265.42								£265.42	1	Moved to residential accomodation
13/11/2023							(£160.71)			(£160.71)		No contact during at least last 6 years
<b>Q3 Totals</b>	<b>£274.33</b>	<b>£4,579.22</b>	<b>£9,153.82</b>	<b>£6,280.37</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£160.71)</b>	<b>£0.00</b>	<b>£20,127.03</b>	<b>51</b>	
<b>Q1 Totals (B/F)</b>	<b>£218.85</b>	<b>£1,796.91</b>	<b>£4,864.00</b>	<b>£9,869.93</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£16,749.69</b>	<b>19</b>	
<b>Q2 Totals (B/F)</b>	<b>£252.17</b>	<b>£2,341.26</b>	<b>£8,719.28</b>	<b>£2,166.21</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£13,478.92</b>	<b>26</b>	
<b>Overall Total</b>	<b>£745.35</b>	<b>£8,717.39</b>	<b>£22,737.10</b>	<b>£18,316.51</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£160.71)</b>	<b>£0.00</b>	<b>£50,355.64</b>	<b>96</b>	

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