

Appendix A

Summary of Council Tax Write Offs 01/04/2023-31/03/2024

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)									
12/01/2024			£1,992.19							£1,992.19	1	Hardship
23/02/2024	£28.29									£28.29	1	Hardship
15/03/2024		£285.18	£807.36							£1,092.54	2	Hardship
08/01/2024									(£4.76)	(£4.76)		Dividend received
09/01/2024									(£12.29)	(£12.29)		Dividend received
23/01/2024									(£179.61)	(£179.61)		Payment received
29/02/2024									(£5.52)	(£5.52)		Dividend received
14/03/2024									(£50.71)	(£50.71)		Dividend received
Q4 Totals	£28.29	£285.18	£2,799.55	£0.00	£0.00	£0.00	£0.00	£0.00	(£252.89)	£2,860.13	4	
Q1 Totals (B/F)	£0.01	£0.00	£1,920.41	£2,132.85	£0.00	£0.00	£0.00	£0.00	(£884.27)	£3,169.00	3	
Q2 Totals (B/F)	£67.20	£1,338.33	£1,327.90	£0.00	£0.00	£0.00	£0.00	£0.00	(£1,127.62)	£1,605.81	8	
Q3 Totals (B/F)	£19.36	£1,100.49	£1,608.48	£0.00	£0.00	£0.00	£0.00	£0.00	(£1,309.58)	£1,418.75	5	
Overall Total	£114.86	£2,724.00	£7,656.34	£2,132.85	£0.00	£0.00	£0.00	£0.00	(£3,574.36)	£9,053.69	20	

Appendix B

Summary of NNDR Write Offs 01/04/2023-31/03/2024

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)									
25/01/2024			£960.66							£960.66	1	Liquidation
"			£1,467.54							£1,467.54	1	Unable to trace
"			£1,105.00							£1,105.00	1	Voluntary arrangement
19/02/2024				£3,983.10						£3,983.10	1	Administration
20/02/2024				£14,903.64						£14,903.64	5	Dissolved
22/02/2024				£2,664.59						£2,664.59	1	Voluntary arrangement
23/02/2024								(£296.85)		(£296.85)		Liability change
"								(£253.50)		(£253.50)		Dividend received
Q4 Totals	£0.00	£0.00	£3,533.20	£21,551.33	£0.00	£0.00	£0.00	£0.00	(£550.35)	£24,534.18	10	
Q1 Totals (B/F)	£0.00	£0.00	£1,398.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,398.94	1	
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	
Q3 Totals (B/F)	£0.00	£243.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£243.95	1	
Overall Total	£0.00	£243.95	£4,932.14	£21,551.33	£0.00	£0.00	£0.00	£0.00	(£550.35)	£26,177.07	12	

Appendix C

Summary of Sundry Income Write Offs 01/04/2023-31/03/2024

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)
09/01/2024	£285.00										£285.00	1	Team folded, no assets
Q4 Totals	£285.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£285.00	1	

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Q1 Totals (B/F)	£3,051.48	£540.00	£0.00	£864.00	£0.00	£0.00	£0.00	£0.00	£6,838.00	£6,678.07	£17,971.55	17	
Q2 Totals (B/F)	£7,661.58	£2,524.00	£0.00	£290.00	£0.00	£0.00	£0.00	£577.53	£0.00	£0.00	£11,053.11	13	
Q3 Totals (B/F)	£791.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£791.28	4	
Overall Total	£11,789.34	£3,064.00	£0.00	£1,154.00	£0.00	£0.00	£0.00	£577.53	£6,838.00	£6,678.07	£30,100.94	35	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2023-31/03/2024

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)						
31/01/2024	£18.43						£18.43	2	Small balance	
"		£911.71					£911.71	2	Insolvency	
"		£397.76					£397.76	4	Deceased, 2 wks outstanding	
"		£385.70					£385.70	2	Deceased	
"					£8,357.13		£8,357.13	1	Deceased	
"					£7,818.82		£7,818.82	1	Uneconomic to pursue (vulnerable)	
29/02/2024	£8.59						£8.59	1	Small balance	
"		£80.90					£80.90	1	Uneconomic to pursue	
"		£448.68					£448.68	3	Deceased, 2 wks outstanding	
31/03/2024	£0.22						£0.22	1	Small balance	
"		£119.25					£119.25	1	Deceased, 2 wks outstanding	
"		£587.61				(£599.06)	(£11.45)		w/o reversed & reapplied to allow payment allocation	
Q4 Totals	£27.24	£2,931.61	£0.00	£0.00	£16,175.95	£0.00	(£599.06)	£18,535.74	19	

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Q1 Totals (B/F)	£2.47	£1,347.98	£0.00	£0.00	£0.00	£0.00	(£302.27)	£1,048.18	9
Q2 Totals (B/F)	£1.30	£1,557.55	£599.06	£0.00	£0.00	£0.00	(£32.05)	£2,125.86	9
Q3 Totals (B/F)	£77.87	£744.67	£0.00	£0.00	£0.00	£0.00	£0.00	£822.54	10
Overall Total	£108.88	£6,581.81	£599.06	£0.00	£16,175.95	£0.00	(£933.38)	£22,532.32	47

Appendix E

Summary of Housing Write Offs 01/04/2023-31/03/2024

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)						
06/02/2024	£141.40	£1,166.08								£1,307.48	10	Deceased no estate
"	£81.26	£2,508.55	£4,157.75	£8,765.87						£15,513.43	21	Statute Barred
"			£1,371.11							£1,371.11	1	Hardhip
"				£4,195.29						£4,195.29	1	Deceased no estate
06/02/2024							(£26.94)			(£26.94)		Uneconomic to refund
"							(£517.32)			(£517.32)		Over 6 years old
Q4 Totals	£222.66	£3,674.63	£5,528.86	£12,961.16	£0.00	£0.00	£0.00	(£544.26)	£0.00	£21,843.05	33	
Q1 Totals (B/F)	£218.85	£1,796.91	£4,864.00	£9,869.93	£0.00	£0.00	£0.00	£0.00	£0.00	£16,749.69	19	
Q2 Totals (B/F)	£252.17	£2,341.26	£8,719.28	£2,166.21	£0.00	£0.00	£0.00	£0.00	£0.00	£13,478.92	26	
Q3 Totals (B/F)	£274.33	£4,579.22	£9,153.82	£6,280.37	£0.00	£0.00	£0.00	(£160.71)	£0.00	£20,127.03	51	
Overall Total	£968.01	£12,392.02	£28,265.96	£31,277.67	£0.00	£0.00	£0.00	(£704.97)	£0.00	£72,198.69	129	

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