

Appendix A

Summary of Council Tax Write Offs 01/04/2024-30/06/2024

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)									
08/05/2024		£1,759.20								£1,759.20	4	Hardship
13/05/2024				£4,887.95						£4,887.95	1	Hardship
22/05/2024								(£0.80)		(£0.80)		Liability change
24/05/2024								(£197.58)		(£197.58)		Dividend received
06/06/2024		£245.75								£245.75	1	Hardship
<b>Q1 Totals</b>	<b>£0.00</b>	<b>£2,004.95</b>	<b>£0.00</b>	<b>£4,887.95</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£198.38)</b>	<b>£6,694.52</b>	<b>6</b>	

**Appendix B**

**Summary of NDR Write Offs 01/04/2024-30/06/2024**

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)									
02/05/2024					£5,890.16					£5,890.16		1 Dissolved/ struck off
"					£25,620.95					£25,620.95		4 Liquidation
"					£17,769.58					£17,769.58		3 Statute Barred
"					£5,259.02					£5,259.02		1 Voluntary Arrangement
<b>Q1 Totals</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£54,539.71</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£54,539.71</b>	<b>9</b>	

Appendix C

Summary of Sundry Income Write Offs 01/04/2024-30/06/2024

Date of Write Off	Assistant Director of Assets (up to £5,000.00)	Assistant Director Environment Culture & Wellbeing (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)
13/05/2024	£175.10										£175.10	1	uneconomic to pursue
24/05/2024		£843.00									£843.00	1	uneconomic to pursue
03/06/2024	£4,639.06										£4,639.06	12	uneconomic to pursue
10/06/2024					£150.00						£150.00	1	uneconomic to pursue
17/06/2024			£588.57				£450.00				£1,038.57	5	uneconomic to pursue
"			£0.02								£0.02	1	Small balance, uneconomic to pursue
<b>Q1 Totals</b>	<b>£4,814.16</b>	<b>£843.00</b>	<b>£588.59</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£450.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,845.75</b>	<b>21</b>	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2024-30/06/2024

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)						
30.04.2024	£9.79						£9.79	1	Not financially viable to pursue	
"		£240.64					£240.64	2	Deceased	
"		£75.47					£75.47	1	Insolvency	
"			£521.05				£521.05	1	Deceased	
31.05.2024	£2.60						£2.60	1	Small balance	
"	£72.52						£72.52	1	Deceased	
"			£742.68				£742.68	1	Deceased	
30.06.2024	£44.00						£44.00	1	Court costs	
"	£44.71		£758.01		£2,354.67		£3,157.39	3	Not financially viable to pursue	
"	£96.53	£90.79					£187.32	3	Deceased	
"					£5,824.58		£5,824.58	1	Insolvency	
<b>Q1 Totals</b>	<b>£270.15</b>	<b>£406.90</b>	<b>£2,021.74</b>	<b>£0.00</b>	<b>£8,179.25</b>	<b>£0.00</b>	<b>£10,878.04</b>	<b>16</b>		

Appendix E

Summary of Housing Write Offs 01/04/2024-30/06/2024

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 (dr 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)						
03/06/2024	£33.01	£690.03							£723.04	4	Deceased no estate or under £250.00	
"	£5.26								£5.26	10	Uneconomic to pursue (not current tenant)	
"	£42.72	£2,236.27	£8,341.14	£36,669.19					£47,289.32	34	Over 6 years, statute barred, no contact for at least 6 years	
03/06/2024							(£720.61)		(£720.61)		Garage credits up to £400 over 6 years old	
12/06/2024	£40.69								£40.69	6	Deceased no estate or under £250.00	
"	£1,033.24								£1,033.24	86	Uneconomic to pursue (not current tenant)	
<b>Q1 Totals</b>	<b>£1,154.92</b>	<b>£2,926.30</b>	<b>£8,341.14</b>	<b>£36,669.19</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£720.61)</b>	<b>£0.00</b>	<b>140</b>		

**WRITE OFF REQUEST – CABINET APPROVAL**  
**HOUSING BENEFIT OVERPAYMENTS**

Academy Reference: ■■■■■■

Name: ■■■ ■■■■■■■■

Address: ■■ ■■■■■■■■ ■■■■■, B79 ■■■

Invoice: 8727398 Raised: 28/3/16 Period: 27/10/10 – 6/4/15 Bal o/s: £8199.28  
Invoice: 8798893 Raised: 01/6/18 Period: 23/4/18 – 28/5/18 Bal o/s: £220.87  
Invoice: 8831187 Raised: 20/11/19 Period: 01/06/15 – 23/4/18 Bal o/s: £10071.70  
Invoice: 8831174 Raised: 20/11/19 Period: 24/04/18 – 7/5/18 Bal o/s: £18679.53

Total balance: £18679.53

The Housing Benefit Overpayments were raised due to undeclared changes in circumstances which included the receipt of retrospective earnings. Information was received from the Department for Work and Pensions which led to the reassessment of

■■■■■■■■ Housing Benefit. Recovery of the overpayments was put into place immediately and deductions were taken from the ongoing entitlement to Housing Benefit on a weekly basis from March 2016 until March 2024.

The Benefits Department were informed that ■■■■■■■■ had gone into a nursing home on 31/1/2024 and it was confirmed that this was a permanent arrangement after leaving hospital.

There is no record of a next of kin, therefore, the outstanding balance was referred to the Department for Work and Pensions to request that deductions be taken from his State Retirement Pension to reduce the outstanding invoices. Subsequently the

case was returned to advise that maximum deductions were already in place from his Pension and, therefore, payment was not possible via this method.

■■■■■■■■■■'s Statement Retirement Pension is used to supplement the costs of his residency at the nursing home. In addition, there is no record of any capital or assets held by him, therefore, there is no feasible route of recovery available.

As there is no likelihood of this debt being recovered, I request that this balance be put forward for write off.

Write Off requested by                      E C■■■■■■■■                      Date: 17/07/2024

Benefit Manager Approval:                      C R■■                      Date: 17/07/2024

Authorised by:                      M B■■■■■■■■                      Date: 17/07/2024

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