

## Appendix A- Council Tax

### Summary of Council Tax Write Offs 01/04/2012-31/12/2012

| Date of Write Off      | Director of Finance |                   |                     |                    | Executive Director<br>Corporate Services<br>(£5,000.01-£10,000.00) | (£10,000.01 and Over) | Remitted     | Credit Write Off | Reversed Write Off | Total             | No. of Accounts<br>(Write Off Only) | Reason(s)                     |
|------------------------|---------------------|-------------------|---------------------|--------------------|--|-----------------------|--------------|------------------|--------------------|-------------------|-------------------------------------|-------------------------------|
|                        | (£0.00-£75.00)      | (£75.01-£500.00)  | (£500.01-£1,000.00) | (£1,000.01-£5,000) |  |                       |              |                  |                    |                   |                                     |                               |
| 04/10/2012             |                     | £11,820.78        |                     |                    |  |                       |              |                  |                    | £11,820.78        | 46                                  | Absconded/ deceased/ bankrupt |
| 04/10/2012             |                     |                   | £9,284.22           |                    |  |                       |              |                  |                    | £9,284.22         | 13                                  | Absconded/ deceased/ bankrupt |
| 04/10/2012             |                     |                   |                     | £14,873.27         |  |                       |              |                  |                    | £14,873.27        | 10                                  | Absconded/ deceased/ bankrupt |
| <b>Q3 Totals</b>       | <b>£0.00</b>        | <b>£11,820.78</b> | <b>£9,284.22</b>    | <b>£14,873.27</b>  | <b>£0.00</b>   | <b>£0.00</b>          | <b>£0.00</b> | <b>£0.00</b>     | <b>£0.00</b>       | <b>£35,978.27</b> | <b>69</b>                           |                               |
| <b>Q1 Totals (B/F)</b> | £0.00               | £0.00             | £0.00               | £0.00              | £0.00  | £0.00                 | £0.00        | (£154.11)        | (£155.88)          | (£309.99)         | 0                                   |                               |
| <b>Q2 Totals (B/F)</b> | £0.00               | £0.00             | £0.00               | £0.00              | £0.00  | £0.00                 | £0.00        | £0.00            | (£16.49)           | (£16.49)          | 0                                   |                               |
| <b>Overall Total</b>   | <b>£0.00</b>        | <b>£11,820.78</b> | <b>£9,284.22</b>    | <b>£14,873.27</b>  | <b>£0.00</b>   | <b>£0.00</b>          | <b>£0.00</b> | <b>(£154.11)</b> | <b>(£172.37)</b>   | <b>£35,651.79</b> | <b>69</b>                           |                               |

## Appendix B- Business Rates

Summary of NNDR Write Offs 01/04/2012-31/12/2012

| Date of Write Off      | Director of Finance |                  |                     |                    | Executive Director                           | Remitted     | Credit Write Off | Reversed Write Off | Total            | No. of Accounts<br>(Write Off Only) | Reason(s)                            |
|------------------------|---------------------|------------------|---------------------|--------------------|--|--------------|------------------|--------------------|------------------|-------------------------------------|--------------------------------------|
|                        | (£0.00-£75.00)      | (£75.01-£500.00) | (£500.01-£1,000.00) | (£1,000.01-£5,000) | Corporate Services<br>(£5,000.01-£10,000.00) |              |                  |                    |                  |                                     |                                      |
| 02/10/2012             |                     |                  |                     |                    |  |              |                  | (£2.00)            | (£2.00)          |                                     | Reversal- small business rate relief |
| 22/10/2012             |                     |                  |                     |                    |  |              |                  | (£4.00)            | (£4.00)          |                                     | Reversal- RV change                  |
| 13/11/2012             |                     |                  |                     |                    |  |              |                  | (£54.64)           | (£54.64)         |                                     | Reversal- payment received           |
| 06/12/2012             |                     |                  |                     |                    |  |              |                  | (£6.68)            | (£6.68)          |                                     | Reversal- payment received           |
| <b>Q3 Totals</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>(£67.32)</b>  | <b>(£67.32)</b>                     | <b>0</b>                             |
| <b>Q1 Totals (B/F)</b> | £98.33              | £3,259.63        | £6,947.19           | £60,729.96         | £0.00  | £0.00        | £0.00            | £0.00              | £0.00            | £71,035.11                          | 44                                   |
| <b>Q2 Totals (B/F)</b> | £0.00               | £513.10          | £2,912.62           | £25,337.39         | £0.00  | £0.00        | £0.00            | £0.00              | (£63.44)         | £28,699.67                          | 16                                   |
| <b>Overall Total</b>   | <b>£98.33</b>       | <b>£3,772.73</b> | <b>£9,859.81</b>    | <b>£86,067.35</b>  | <b>£0.00</b>                                 | <b>£0.00</b> | <b>£0.00</b>     | <b>£0.00</b>       | <b>(£130.76)</b> | <b>£99,667.46</b>                   | <b>60</b>                            |

## Appendix C- Miscellaneous Income

### Summary of Sundry Income Write Offs 01/04/2012-31/12/2012

| Date of Write Off | Director of Assets & Environment<br>(£0.00-£999.99) (£1,000.00-£5,000.00) |              | Director of Finance<br>(up to £5,000.00) | Director Communities,<br>Planning<br>& Partnerships<br>(up to £5,000.00) | Director Housing<br>& Health<br>(up to £5,000.00) | Executive Director<br>Corporate Services<br>(£5,000.01-£10,000.00) | Cabinet<br>(£10,000.01 +) | Total        | No. of Accounts | Reason(s) |
|-------------------|---|--------------|--|--|---|--|---------------------------|--------------|-----------------|-----------|
|                   |   |              |  |  |   |  |                           |              |                 |           |
| <b>Q3 Totals</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>        |           |

No write offs have been put forward for Sundry Income over the last quarter

|                        |              |              |              |              |                  |              |              |                  |          |
|------------------------|--------------|--------------|--------------|--------------|------------------|--------------|--------------|------------------|----------|
| <b>Q1 Totals (B/F)</b> | £0.00        | £0.00        | £0.00        | £0.00        | £0.00            | £0.00        | £0.00        | £0.00            | 0        |
| <b>Q2 Totals (B/F)</b> | £0.00        | £0.00        | £0.00        | £0.00        | £2,043.64        | £0.00        | £0.00        | £2,043.64        | 7        |
| <b>Overall Total</b>   | <b>£0.00</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£2,043.64</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£2,043.64</b> | <b>7</b> |

## Appendix D- Housing Benefit Overpayments

### Summary of Benefit Overpayment Write Offs 01/04/2012-31/12/2012

| Date of Write Off | Head of Benefits |                  |                     |                    | Executive Director<br>Corporate Services<br>(£2,000.01-£10,000.00) | Cabinet<br>(£10,000.01 and Over) | Total             | No. of Accounts | Reason(s)                         |
|-------------------|------------------|------------------|---------------------|--------------------|--|----------------------------------|-------------------|-----------------|-----------------------------------|
|                   | (£0.00-£75.00)   | (£75.01-£500.00) | (£500.01-£1,000.00) | (£1,000.01-£2,000) |  |                                  |                   |                 |                                   |
| 31/10/2012        | £130.21          |                  |                     |                    |  |                                  | £130.21           | 2               | less than 2 wks rent due to death |
| "                 | £17.53           |                  |                     |                    |  |                                  | £17.53            | 1               | less than £35 outstanding         |
| "                 | £371.73          |                  |                     |                    |  |                                  | £371.73           | 6               | not financially viable to pursue  |
| "                 | £23.99           |                  |                     |                    |  |                                  | £23.99            | 16              | uneconomical to pursue            |
| "                 |                  | £247.58          |                     |                    |  |                                  | £247.58           | 1               | statute barred                    |
| "                 | £1,716.52        | £328.08          | £1,267.08           | £4,014.73          |  |                                  | £7,326.41         | 95              | departmental error                |
| 30/11/2012        | £74.65           |                  |                     |                    |  |                                  | £74.65            | 1               | bankrupt                          |
| "                 | £80.00           |                  |                     |                    |  |                                  | £80.00            | 2               | court costs                       |
| "                 | £42.63           |                  |                     |                    |  |                                  | £42.63            | 3               | debt < £35.00                     |
| "                 | £77.77           | £870.90          | £560.00             |                    |  |                                  | £1,508.67         | 8               | departmental error                |
| "                 | £202.86          | £101.16          |                     |                    |  |                                  | £304.02           | 4               | less than 2 wks rent due to death |
| "                 | £198.37          | £354.88          |                     |                    |  |                                  | £553.25           | 7               | not financially viable to pursue  |
| "                 | £139.77          |                  |                     |                    |  |                                  | £139.77           | 20              | uneconomical to pursue            |
| "                 |                  | £270.23          |                     |                    |  |                                  | £270.23           | 1               | absconded                         |
| "                 |                  | £446.35          |                     |                    |  |                                  | £446.35           | 2               | statute barred                    |
| 31/12/2012        | £74.80           |                  |                     |                    |  |                                  | £74.80            | 1               | deceased                          |
| "                 | £50.85           |                  |                     |                    |  |                                  | £50.85            | 1               | less than 2 wks rent due to death |
| "                 | £25.26           |                  |                     |                    |  |                                  | £25.26            | 6               | uneconomical to pursue            |
| "                 |                  | £305.86          |                     |                    |  |                                  | £305.86           | 2               | not financially viable to pursue  |
| "                 |                  | £139.84          |                     |                    |  |                                  | £139.84           | 1               | absconded                         |
| "                 | £108.48          | £419.64          |                     |                    | £2,856.85  |                                  | £3,384.97         | 4               | departmental error                |
| <b>Q3 Totals</b>  | <b>£3,335.42</b> | <b>£3,484.52</b> | <b>£1,827.08</b>    | <b>£4,014.73</b>   | <b>£2,856.85</b>   | <b>£0.00</b>                     | <b>£15,518.60</b> | <b>184</b>      |                                   |

|                        |           |           |           |           |            |       |            |     |
|------------------------|-----------|-----------|-----------|-----------|------------|-------|------------|-----|
| <b>Q1 Totals (B/F)</b> | £1,361.70 | £6,347.40 | £5,554.65 | £2,256.61 | £6,124.60  | £0.00 | £21,644.96 | 153 |
| <b>Q2 Totals (B/F)</b> | £1,241.78 | £2,872.43 | £2,300.66 | £2,978.25 | £11,065.11 | £0.00 | £20,458.23 | 120 |

|                      |                  |                   |                  |                  |                   |              |                   |            |
|----------------------|------------------|-------------------|------------------|------------------|-------------------|--------------|-------------------|------------|
| <b>Overall Total</b> | <b>£5,938.90</b> | <b>£12,704.35</b> | <b>£9,682.39</b> | <b>£9,249.59</b> | <b>£20,046.56</b> | <b>£0.00</b> | <b>£57,621.79</b> | <b>457</b> |
|----------------------|------------------|-------------------|------------------|------------------|-------------------|--------------|-------------------|------------|