

## Appendix A- Council Tax

Summary of Council Tax Write Offs 01/04/2013-31/03/2014												
Date of Write Off	Director of Finance (to 30/11/13) Head of Revenues (from 01/12/13)			Director of Finance	Executive Director Corporate Services		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-£1,000.00)									
24/01/2014	£194.08									£194.08	4	Absconded
24/01/2014		£898.86								£898.86	10	Absconded
24/01/2014		£89.41								£89.41	1	Unable to pursue further
27/03/2014		£3,943.17								£3,943.17	13	Insolencies
27/03/2014			£5,664.15							£5,664.15	8	Insolencies
27/03/2014				£9,506.25						£9,506.25	7	Insolencies
									(£386.14)	(£386.14)	1	payment received
<b>Q4 Totals</b>	<b>£194.08</b>	<b>£4,931.44</b>	<b>£5,664.15</b>	<b>£9,506.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£386.14)</b>	<b>£19,909.78</b>	<b>44</b>	
<b>Q1 Totals (B/F)</b>	<b>£695.47</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>£695.47</b>	<b>349</b>	
<b>Q2 Totals (B/F)</b>	<b>£1,065.49</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>£1,065.49</b>	<b>74</b>	
<b>Q3 Totals (B/F)</b>	<b>£175.34</b>	<b>£0.00</b>	<b>£16,721.14</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£0.36)</b>	<b>£16,896.12</b>	<b>154</b>	
<b>Overall Total</b>	<b>£2,130.38</b>	<b>£4,931.44</b>	<b>£22,385.29</b>	<b>£9,506.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£386.50)</b>	<b>£38,566.86</b>	<b>621</b>	

## Appendix B- Business Rates

Summary of NDR Write Offs 01/04/2013-31/03/2014												
Date of Write Off	Director of Finance (to 30/11/13) Head of Revenues (from 01/12/13)			Director of Finance	Executive Director Corporate Services		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-£1,000.00)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)							
07/01/2014		£213.94								£213.94	1	Unable to pursue further
24/01/2014	£78.86									£78.86	3	Insolvency
24/01/2014		£673.92								£673.92	3	Insolvency
24/01/2014			£1,718.40							£1,718.40	3	Insolvency
24/01/2014	£96.42									£96.42	2	Absconded
24/01/2014		£1,257.53								£1,257.53	6	Absconded
04/03/2012	£0.10									£0.10	1	small balances
									(£15.88)	(£15.88)		Dividend received
<b>Q4 Totals</b>	<b>£175.38</b>	<b>£2,145.39</b>	<b>£1,718.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£15.88)</b>	<b>£4,023.29</b>	<b>19</b>	
<b>Q1 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>£159,395.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£605.26)</b>	<b>£158,789.74</b>	<b>8</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£980.39</b>	<b>£3,068.97</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,049.36</b>	<b>3</b>	
<b>Q3 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>(£960.33)</b>	<b>(£960.33)</b>	<b>4</b>	
<b>Overall Total</b>	<b>£175.38</b>	<b>£2,145.39</b>	<b>£2,698.79</b>	<b>£3,068.97</b>	<b>£0.00</b>	<b>£159,395.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£1,581.47)</b>	<b>£165,902.06</b>	<b>34</b>	

## Appendix C- Miscellaneous Income

Summary of Sundry Income Write Offs 01/04/2013-31/03/2014											
Date of Write Off	Director of Assets & Environment (£0.00-£999.99) (£1,000.00-£5,000.00)		Director of Transformation & Corporate Finance (up to £5,000.00)	Director of Finance (up to £5,000.00)	Director Communities, Planning & Partnerships (up to £5,000.00)	Director Housing & Health (up to £5,000.00)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
04/02/2014		£4,812.50							£4,812.50	1	Proposal to strike off
04/02/2014	£101.00								£101.00	1	Uneconomic to collect
10/03/2014		£1,331.71							£1,331.71	1	Statute barred
10/03/2014	£360.00								£360.00	1	No trace
10/03/2014	£301.00								£301.00	2	Uneconomic to collect
12/03/2014							£3,390.45		£3,390.45	8	Uneconomic to collect
14/03/2014			£211.23						£211.23	1	Uneconomic to collect
19/03/2014	£372.26								£372.26	3	Uneconomic to collect
19/03/2014		£1,897.15							£1,897.15	1	Statute barred
19/03/2014	£720.00								£720.00	3	Ceased trading- unable to collect
<b>Q4 Totals</b>	<b>£1,854.26</b>	<b>£8,041.36</b>	<b>£211.23</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,390.45</b>	<b>£0.00</b>	<b>£13,497.30</b>	<b>22</b>	
<b>Q1 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>£54,038.97</b>	<b>£54,038.97</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>£858.55</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£858.55</b>	<b>7</b>	
<b>Q3 Totals (B/F)</b>	<b>£375.00</b>	<b>£2,499.96</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,256.53</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,131.49</b>	<b>12</b>	
<b>Overall Total</b>	<b>£2,229.26</b>	<b>£10,541.32</b>	<b>£211.23</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,115.08</b>	<b>£3,390.45</b>	<b>£54,038.97</b>	<b>£73,526.31</b>	<b>42</b>	

## Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2013-31/03/2014									
Date of Write Off	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)	(£2,000.01-£10,000.00)	(£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
31/10/2013	£88.49	£289.27					£377.76	4	Not financially viable to continue collection
31/10/2013	£39.92						£39.92	3	Under £40 outstanding
31/10/2013	£8.16						£8.16	4	Uneconomical to pursue
31/10/2013	£72.43	£107.46					£179.89	5	Department (LA) error
31/10/2013		£274.20					£274.20	1	Deceased
31/10/2013		£148.86					£148.86	1	Less than 2 wks o/s due to death
31/10/2013				£1,676.82			£1,676.82	1	bankruptcy
30/11/2013	£24.88						£24.88	13	uneconomical to pursue
30/11/2013		£241.12		£1,291.66			£1,532.78	2	Department (LA) error
31/12/2013	£205.15	£509.50					£714.65	8	Less than 2 wks o/s due to death
31/12/2013	£214.84	£204.24					£419.08	10	Not financially viable
31/12/2013	£62.64						£62.64	3	Under £40 outstanding
31/12/2013	£30.50						£30.50	13	Uneconomical to pursue
31/12/2013	£46.34	£422.06					£468.40	3	Department (LA) error
<b>Q4 Totals</b>	<b>£793.35</b>	<b>£2,196.71</b>	<b>£0.00</b>	<b>£2,968.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,958.54</b>	<b>71</b>	
<b>Q1 Totals (B/F)</b>	<b>£1,329.97</b>	<b>£4,904.80</b>	<b>£4,213.75</b>	<b>£2,251.81</b>	<b>£3,578.21</b>	<b>£0.00</b>	<b>£16,278.54</b>	<b>157</b>	
<b>Q2 Totals (B/F)</b>	<b>£1,505.10</b>	<b>£4,449.99</b>	<b>£1,063.69</b>	<b>£1,169.87</b>	<b>£4,382.12</b>	<b>£0.00</b>	<b>£12,570.77</b>	<b>113</b>	
<b>Q3 Totals (B/F)</b>	<b>£793.35</b>	<b>£2,196.71</b>	<b>£0.00</b>	<b>£2,968.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,958.54</b>	<b>71</b>	
<b>Overall Total</b>	<b>£4,421.77</b>	<b>£13,748.21</b>	<b>£5,277.44</b>	<b>£9,358.64</b>	<b>£7,960.33</b>	<b>£0.00</b>	<b>£40,766.39</b>	<b>412</b>	