

EXECUTIVE COMMITTEE

20th November 2012

QUARTERLY MONITORING OF WRITE OFFS – 1ST APRIL – 30TH SEPT 2012

Relevant Portfolio Holder	Councillor Mould
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All

1. SUMMARY OF PROPOSALS

Members are requested to consider the action taken by Officers with respect to the write off of debts during the first half of 2012/13 and to note the profile and/or level of outstanding debt.

2. RECOMMENDATIONS

The Executive is requested to RESOLVE that:

Subject to any comments, the contents of the report be noted.

3. KEY ISSUES

3.1. In 2010/11 Members approved a revised Write Off Policy which changed the process for the reporting and approval process for the writing off of debts due to the Council. The revised Policy requires Officers to report to Members of the actual level of write offs and the profile of outstanding debt.

3.2. The current bad debts provisions are as follows:

	£	
Council Tax		249.2
Housing Revenue Account		586.8
Sundry Debtors		114.8
Benefits		227.1
Misc.		<u>3.3</u>
Total		<u>1,181.2</u>

Financial Implications

3.3 The current bad debt provisions are adequate in relation to level of write offs and the level of outstanding debt.

Legal Implications

3.4 There are no legal implications.

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Service / Operational Implications

3.5 No direct implications.

Customer / Equalities and Diversity Implications

3.6. No direct implications.

4. RISK MANAGEMENT

There are no risks identified.

5. APPENDICES

Appendix 1 – Write offs 1st April 2012 – 30th Sept 2012

Appendix 2 - Aged Debt Profile for Sundry Debts and Former Tenant
Arrears

Council Tax Arrears and Business Rates Arrears as at 30th
Sept 2012

Appendix 3 – Write off of Overpaid Housing Benefit 1st April 2012 – 30th
Sept 2012

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

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