

EXECUTIVE COMMITTEE

13th September 2011

QUARTERLY MONITORING OF WRITE OFFS – 1ST APRIL – 30TH JUNE 2011

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Non-Key Decision	

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 quarter of 2011/12 and to note the profile of outstanding debt.

2. RECOMMENDATIONS

2.1 **The Executive is requested to RESOLVE that:**

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

3. KEY ISSUES

3.1 During the last financial year 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:

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Council Tax	265,000
Housing Revenue Account	701,000
Benefits	244,100
Sundry Debtors	<u>110,900</u>
Total	<u>1,321,000</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.

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Legal Implications

3.4 There are no legal implications.

Service/Operational Implications

3.5 There are no direct implications.

Customer / Equalities and Diversity Implications

3.6 There are no direct implications.

4. RISK MANAGEMENT

There are no risks identified.

5. APPENDICES

Appendix 1 - Write offs 1st April 2011 – 30th June 2011.
Appendix 2 Aged Debt Profile for Sundry Debts and Former
Tenant Arrears.

6. BACKGROUND PAPERS

There are no background papers with this report.

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