

**EXECUTIVE
COMMITTEE**

6th December 2011

**QUARTERLY MONITORING OF WRITE OFFS –
1ST APRIL TO 30TH SEPTEMBER 2011**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	
Ward Councillor Consulted	
Key Decision / 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 half of 2011/12 and to note the profile of outstanding debt.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

subject to any comments, 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:

	£
Council Tax	265,000
Housing Revenue Account	701,000
Sundry Debtors	<u>358,000</u>
Total	<u>1,324,000</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 No legal implications have been identified.

Service/Operational Implications

3.5 No direct implications have been identified.

Customer / Equalities and Diversity Implications

3.6 No direct implications have been identified.

4. RISK MANAGEMENT

No risks have been identified.

5. APPENDICES

Appendix 1 - Write offs 1st April 2011 – 30th Sept 2011.
Appendix 2 - Aged Debt Profile for Sundry Debts and Former
Tenant Arrears.
Council Tax Arrears and Business Rates Arrears
as at 30th September 2011.

6. BACKGROUND PAPERS

There are no background papers with this report.

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