

**EXECUTIVE  
COMMITTEE**

13th March 2012

**QUARTERLY MONITORING OF WRITE OFFS – 1ST APRIL – 31ST DEC  
2011**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	At portfolio Holder briefing
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	No Direct Ward relevance
Ward Councillor Consulted	N/A
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 three quarters 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
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 There are no legal implications identified.

**Service/Operational Implications**

3.5 There are no direct implications identified.

**Customer / Equalities and Diversity Implications**

3.6 There are no direct implications identified.

**4. RISK MANAGEMENT**

There are no risks identified.

**5. APPENDICES**

Appendix 1 - Write offs 1<sup>st</sup> April 2011 – 31st December 2011

Appendix 2 Aged Debt Profile for Sundry Debts and Former  
Tenant Arrears  
Council Tax Arrears and Business Rates Arrears  
as at 31st December 2011.

**6. BACKGROUND PAPERS**

There are no background papers with this report.

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