

**EXECUTIVE
COMMITTEE**

26th June 2012

QUARTERLY MONITORING OF WRITE OFFS – 1ST APRIL – 31ST MAR 2012

Relevant Portfolio Holder	Councillor Mould, Corporate Management
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 2011/12 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. 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.

Legal Implications

3.4. There are no legal implications.

**EXECUTIVE
COMMITTEE**

26th June 2012

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 2011 – 31st March 2012
- Appendix 2 - Aged Debt Profile for Sundry Debts and Former Tenant Arrears.
Council Tax Arrears and Business Rates Arrears as at 31st March 2012.
- Appendix 3 - Write off of Overpaid Housing Benefit 1st April 2011 – 31st March 2012.

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

Name: Teresa Kristunas
E Mail: t.kristunas@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3295