



# Portfolio Holder Decisions

1. **Write Offs - Irrecoverable Debts**

(Pages 1 - 26)

Report of Clare James, Head of Finance

This page is intentionally left blank



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of Publication
Clare James, Head of Finance	Cllr A Vincent, Resources Portfolio Holder	3 May 2018

### Write Offs - Irrecoverable Debts

#### 1. Purpose of report

- 1.1 The reporting of Council Tax, Non-Domestic Rate (NDR), Housing Benefit Overpayments and Sundry Debtor write-offs.

#### 2. Outcomes

- 2.1 The ability to demonstrate effective debt recovery activities.

#### 3. Recommendation

- 3.1 The Portfolio Holder is asked to note the action taken by the Head of Finance in relation to the write-off of bad debt.

#### 4. Background

- 4.1 The Council aims for 100% recovery of all debts but for a variety of reasons recognises that a small percentage will always become irrecoverable. Each year, a provision is made to cover the amount written off, based on the age of the debt and the likelihood of recovery.

#### 5. Key Issues and Proposals

- 5.1 Schedules of outstanding debts, which are deemed to be irrecoverable are attached at appendices 1, 2, 3 and 4.
- 5.2 The debts are at a stage where further recovery action is not possible, either because of the age of the debt, the details available are insufficient to continue recovery action (e.g. absconding debtors with no forwarding address), the debt is negligible and it is uneconomic for the council to continue recovery, or it is considered that all avenues of recovery have been exhausted. In the case of insolvency debt, an appropriate claim has

been registered with the official receiver, and if a dividend is eventually received then this will be offset against the amount written off.

- 5.3 Credits on accounts arise where back dated appeals, often on neighbouring properties, are processed many years after the property has changed hands and whilst efforts are made to trace occupants this is not always successful.
- 5.4 In the case of absconding debtors, local taxation staff utilise the services of an on-line tracing facility that will cross check data with a number of national sources including registers of electors and recognised agencies.
- 5.5 The total Council Tax debt authorised for write-off/adjustment is £414,232.05 representing 0.70% of the gross Council Tax debit for 2017/18. This is made up of write-offs totalling £404,424.89 and small balances of £13,830.35 less credit balances of £4,023.19cr.
- 5.6 The total NDR debt authorised for write-off/adjustment is £388,158.16 representing 1.31% of the gross NDR debit for 2017/18. This is made up of write-offs totalling £404,276.96 less credit balances of £16,118.80cr.
- 5.7 The total Housing Benefit Overpayment debt authorised for write-off is £15,931.65 representing 1.71% of the Housing Benefit Overpayment invoiced for the 3 years ending 31 March 2018.
- 5.8 The total Sundry Debtors debt authorised for write-off/adjustment is £11,940.37 representing 0.14% of the gross Sundry Debtors debit for 2017/18.

## 6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following:
  - The Executive Function delegated to the Resources Portfolio Holder (as set out in Part 3 of the Council’s Constitution): “To deal with the collection and enforcement of debts due except where specific responsibility has been allocated elsewhere”; and
  - The Scheme of Delegation to Officers whereby the Head of Finance is given to report these to the relevant executive member.

<b>Financial and legal implications</b>	
Finance	The cost of the write offs will be met from the relevant Bad Debt Provision, which must be maintained at a level that can meet the write offs, funded by contributions from the collection fund in relation to Council Tax and NDR, and the council’s revenue budget in relation to Housing Benefit Overpayments and Sundry Debtors.
Legal	There are no direct legal implications arising from this report.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Andrew Hadgraft	01253 887546	<a href="mailto:andrew.hadgraft@wyre.gov.uk">andrew.hadgraft@wyre.gov.uk</a>	24/04/2018

<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

Appendix 1 - Schedule of Council Tax debts authorised for write-off/adjustment 2017/18.

Appendix 2 - Schedule of NDR debts authorised for write-off/adjustment 2017/18.

Appendix 3 - Schedule of Housing Benefits Overpayments debts authorised for write-off 2017/18.

Appendix 4 - Schedule of Sundry Debtors debts authorised for write-off/adjustment 2017/18.

arm/ph/re/cr/18/0005ah1

**Schedule of Council Tax Debts Authorised for  
Write-Off/Adjustment 2017/18**

**APPENDIX 1**

Reference	Total Debt Outstanding
7002113	£777.22
7005336	£296.87
7005363	£879.56
7007870	£1,481.19
7009495	£219.42
7011803	£1,460.55
7012362	£222.82
7018020	£232.00
7019851	<b>-£761.43</b>
7021864	£165.49
7026393	£1,188.00
7032501	£1,209.00
7036591	£853.46
7051543	£527.92
7065378	£3,052.66
7069222	£124.25
7070458	£282.77
7073797	£1,115.54
7076738	<b>-£511.81</b>
7082621	£126.16
7084294	£644.48
7086174	£162.15
7086762	£97.96
7094360	£177.38
7107985	£285.77
7112555	£1,770.21
7127861	£401.23
7130281	£80.24
7134791	£267.92
7135094	£410.99
7136242	£119.25
7137572	£1,715.73
7137768	£83.62
7141128	£180.67
7141328	£1,231.25
7142695	£869.49
7142982	<b>-£92.26</b>
7145463	£1,626.50
7148697	£6,930.82
7149831	£117.27
7152983	£213.16
7154916	£219.50
7154917	£125.27
7155522	£378.90
7157182	£284.51
7159347	£342.67
7160085	£1,863.63
7160166	£207.29

Reference	Total Debt Outstanding
7160886	£1,646.41
7164736	£201.64
7165786	£730.85
7168644	£467.83
7173548	-£109.25
7176691	£189.56
7176835	£870.39
7200509	£75.81
7203878	£1,646.28
7203976	£998.99
7204316	£2,380.74
7204355	£777.24
7204461	£168.47
7204516	£372.28
7206149	£514.94
7206212	£776.78
7206725	£880.00
7206811	£129.51
7206927	£524.35
7208165	£2,354.65
7208431	£5,007.36
7208799	£2,406.50
7209064	£611.99
7210287	£812.26
7212536	£1,301.93
7212655	£207.19
7214126	£1,233.20
7214143	£372.62
7215525	£153.94
7215586	£2,497.14
7217497	£199.96
7219075	£130.67
7219156	£100.25
7219481	£852.97
7220225	£322.94
7220589	£1,830.48
7220817	£318.69
7220938	£171.30
7221135	£1,110.16
7221221	£192.64
7222604	£174.68
7223306	526.09
7223895	£316.72
7224206	£219.60
7224396	£426.54
7224454	£370.03
7224709	£372.38
7228074	£130.06
7228245	£499.19
7228662	£2,736.51

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7228677	£446.52
7228895	£381.94
7228993	£1,768.99
7229359	£1,097.89
7229373	£304.75
7229871	<b>-£153.99</b>
7230816	£200.03
7231287	£1,551.78
7231882	£477.63
7231972	£748.81
7232321	£846.09
7232397	£2,454.61
7232722	£157.80
7233069	£947.31
7234118	£113.47
7234371	£1,045.69
7235696	£383.70
7235783	£908.24
7236634	277.70
7237421	£106.41
7237855	£238.19
7238989	£686.11
7239062	189.52
7239217	£114.15
7239676	£1,975.81
7239777	£467.91
7240158	£2,147.83
7240601	£314.11
7240653	£1,729.93
7241621	£145.43
7242039	£319.31
7242214	£1,214.19
7242466	£215.83
7242479	£426.61
7242626	<b>-£211.35</b>
7242829	£1,560.00
7243885	£510.96
7244249	£230.77
7244261	£288.09
7244618	£1,371.70
7244635	£318.32
7245078	£195.82
7245481	£796.50
7245631	£379.86
7246874	£467.71
7247635	£1,097.09
7247858	£159.18
7248606	£371.45
7249694	£117.85
7249747	£558.01

**APPENDIX 1**  
**(Cont'd)**



Reference	Total Debt Outstanding
7249876	£599.01
7250582	£848.88
7251294	£388.98
7251397	£436.41
7251672	£528.38
7252824	£535.12
7253031	£2,947.53
7253514	£88.83
7253569	£2,698.66
7253606	£441.68
7253679	£355.41
7253738	£1,019.73
7254053	£1,114.21
7254382	£743.87
7254438	£163.51
7254508	£135.68
7254809	£11,525.81
7254909	£248.13
7255047	£944.97
7255216	£515.85
7255278	£142.84
7255719	£420.77
7255955	£215.29
7256634	£245.04
7256674	£628.71
7256925	£147.00
7257343	£742.51
7257536	£177.67
7257923	£88.75
7258374	£138.12
7258443	<b>-£239.02</b>
7258947	£474.38
7259049	£115.98
7259277	£469.45
7259456	£890.85
7259565	£880.35
7260313	85.35
7260352	£589.05
7260868	£138.41
7261542	£201.44
7262825	£469.71
7262948	£97.49
7263743	£407.57
7264527	£286.99
7264593	£1,054.66
7264804	£108.71
7265342	£485.40
7265447	£1,680.23
7265617	£357.76
7266212	£394.85

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7266553	£752.87
7266559	£331.44
7266577	£829.89
7267067	£657.72
7267084	£627.60
7267344	£349.03
7268036	£322.55
7268352	£234.52
7268593	£344.11
7268717	£983.02
7268811	£106.94
7268933	£359.77
7269378	£363.02
7269396	£261.98
7269768	£120.37
7269847	£117.79
7270269	£82.17
7270366	£413.56
7271821	£492.40
7272081	£504.67
7272347	£249.15
7272766	£453.48
7273262	£1,225.93
7273494	£277.14
7273947	£685.64
7274165	£721.81
7275881	-£114.71
7275997	£318.57
7276013	£1,073.46
7276845	£1,311.69
7277107	£562.20
7277601	£120.00
7277829	£1,708.36
7278777	£90.22
7278812	£899.45
7279144	£99.37
7279265	£193.06
7279679	£1,087.49
7279683	£295.54
7280265	£620.64
7280333	£252.09
7280376	£96.31
7280599	£124.13
7280735	£1,074.00
7280898	£1,012.76
7281467	£644.43
7281486	£181.24
7281518	£448.30
7281556	£1,492.13
7281578	£263.77

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7281699	£70.52
7281746	£887.89
7281756	£130.69
7282315	£182.35
7282441	£155.43
7282713	£1,040.39
7282785	£952.20
7283142	£288.40
7284501	£116.06
7284903	£2,012.15
7285397	<del>£502.94</del>
7285666	£440.01
7285944	£145.12
7287334	£1,267.69
7287408	£121.75
7287509	£109.43
7287763	£833.99
7287775	£478.46
7288496	£1,410.47
7288687	£308.64
7288866	£357.33
7289308	£2,099.70
7289628	£118.24
7289845	£99.00
7289896	£395.58
7290163	£296.56
7290596	£450.85
7290974	£121.31
7291032	£1,823.34
7291041	£84.98
7291488	£709.18
7291528	£149.63
7291895	£2,056.27
7292522	£126.83
7293169	£185.80
7293174	£566.71
7293397	£190.27
7293434	£851.73
7293577	£354.68
7293978	£556.98
7294187	£1,213.10
7294891	£642.41
7295055	£270.31
7295096	£166.93
7295246	£250.63
7296154	£987.00
7296182	£192.97
7296293	£218.24
7296406	£1,841.53
7296912	£202.64

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7296923	£327.74
7297018	£269.59
7297062	£349.24
7297114	£206.33
7297208	£689.53
7297493	£135.70
7297711	£383.29
7297891	£226.60
7298318	£738.91
7298375	£305.98
7298454	£1,115.35
7298556	£727.94
7298695	£168.78
7298766	£235.39
7298983	£259.44
7299395	£1,484.39
7299404	£128.06
7299481	£242.53
7299927	£690.08
7300061	£585.26
7300307	£273.72
7300339	£192.95
7300468	£501.53
7300658	£135.49
7300804	£110.28
7300938	£238.09
7301037	£1,046.06
7301075	£351.57
7301645	£330.83
7301872	£387.73
7301891	£453.61
7301916	£430.47
7301966	£105.27
7302061	£984.92
7302145	£1,343.49
7302176	£315.49
7302349	£135.38
7302492	£505.44
7302527	£79.91
7302748	£1,088.51
7302805	£1,289.41
7302813	£234.23
7302996	<b>-£505.86</b>
7303229	£955.21
7303485	£253.95
7303511	£161.67
7303545	£134.27
7303573	£220.12
7303603	£98.71
7303698	£167.09

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7303966	£1,302.38
7304113	£252.78
7304233	£181.47
7304271	£162.43
7304315	£398.57
7304356	£933.15
7304464	£613.85
7304472	£291.07
7304798	£1,059.61
7304872	£503.31
7305049	£330.14
7305148	£475.33
7305196	£1,344.23
7305344	£156.78
7305419	£451.64
7305533	£269.17
7305569	£579.61
7305588	£1,639.47
7305716	£935.94
7305782	£739.06
7306087	£400.47
7306478	£378.53
7306548	£302.50
7306735	£158.96
7306897	£238.87
7306998	£90.00
7307076	£480.30
7307197	£500.53
7307791	£582.67
7307929	£227.20
7308062	£430.56
7308119	£898.17
7308119	£344.89
7308153	£2,762.94
7308378	£172.37
7308622	£295.54
7308788	£240.92
7308818	£141.92
7308885	£881.77
7309074	£471.64
7309161	£400.47
7309558	£164.16
7309572	£96.85
7309639	£481.91
7309738	£501.73
7310001	£293.80
7310006	£197.63
7310086	£520.73
7310122	£209.01
7310146	£189.79

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7310222	£437.59
7310288	£1,094.32
7310354	£655.38
7310563	£2,438.24
7310614	£272.64
7311191	£3,699.00
7311227	£1,274.94
7311414	£177.85
7311962	£219.23
7312022	£325.47
7312098	£344.94
7312442	£391.88
7312469	£244.57
7312554	£361.05
7312572	£754.87
7312591	£572.77
7313007	£242.39
7313101	£90.69
7313305	£164.88
7313377	£211.87
7313436	£148.17
7313499	£249.06
7313652	£659.46
7313739	£51.39
7313817	£100.00
7313828	£95.36
7314041	£1,133.01
7314086	£306.72
7314139	£870.45
7314167	£265.56
7314212	£245.42
7314325	£127.46
7314639	£1,078.57
7314669	£991.36
7314771	£177.53
7314788	£614.83
7315004	£625.15
7315106	£92.77
7315299	£252.12
7315409	£1,283.94
7315515	£686.85
7315543	£469.62
7315579	£259.52
7315689	£114.38
7315787	£114.85
7315957	£369.65
7316079	£351.30
7316157	£714.72
7316196	£141.08
7316277	£279.90

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7316307	£81.44
7316436	£247.90
7316509	£651.50
7316515	£281.24
7316585	£91.72
7316614	£122.38
7316686	£654.04
7316811	£379.27
7316876	£116.30
7316959	£247.80
7317139	£369.36
7317145	£821.87
7317353	£89.92
7317381	£93.25
7317546	£160.36
7317701	£158.37
7317744	£257.24
7317855	£518.30
7317878	£643.56
7317904	£408.78
7317922	£194.14
7317949	£153.56
7318357	£415.02
7318362	£240.78
7318413	£107.05
7318453	£333.16
7318748	£462.50
7318886	£177.51
7318942	£462.01
7319432	£128.21
7319459	£286.28
7319502	£278.75
7319693	£2,135.42
7319695	£250.58
7319699	£922.27
7319725	£561.90
7319731	£233.89
7319738	£182.85
7319874	£2,099.44
7320049	£1,631.85
7320243	£839.20
7320446	£125.30
7320567	£106.98
7320881	£813.32
7320894	£233.86
7321044	£402.57
7321055	£217.22
7321176	£122.93
7321237	£126.79
7321342	£462.00

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7321373	£398.40
7321423	£363.98
7321424	£114.20
7321445	£237.87
7321626	£1,041.31
7321655	£991.98
7321683	£83.40
7321723	£570.47
7321769	£748.33
7321799	£1,901.95
7321864	£250.58
7321902	£778.42
7321921	£314.69
7322109	£155.83
7322157	£266.36
7322273	£330.02
7322284	£621.69
7322376	£415.97
7322454	£759.48
7322469	£915.21
7322493	£113.91
7322575	£154.08
7322687	£219.55
7322783	£1,425.49
7323051	£493.52
7323058	£334.19
7323291	£2,480.73
7323407	£410.27
7323441	£197.07
7323619	£248.00
7323639	£421.86
7323847	£215.29
7323925	£977.61
7324147	£91.96
7324273	£909.92
7324408	£717.21
7324443	£333.82
7324452	£442.58
7324666	£199.68
7324686	£1,664.63
7324781	£92.10
7324941	£1,044.00
7325047	£339.77
7325059	£624.00
7325068	£487.34
7325184	£289.77
7325366	£1,062.89
7325451	£1,242.44
7325459	£337.62
7325654	£89.13

**APPENDIX 1**  
**(Cont'd)**



Reference	Total Debt Outstanding
7325697	£119.97
7325786	£227.48
7325848	£296.08
7325916	£520.25
7325962	£441.92
7326266	£157.00
7326371	£1,326.17
7326528	£288.14
7326552	£2,955.44
7326712	£297.47
7326742	£216.41
7326835	£1,112.83
7326873	£233.15
7326888	£557.16
7327002	£69.54
7327094	£103.97
7327102	£132.42
7327108	£104.68
7327219	£692.35
7327294	£6,043.89
7327426	£247.42
7327432	£117.40
7327457	£160.16
7327662	£469.26
7327767	£699.68
7327875	£105.63
7327883	£509.11
7327901	£305.37
7327905	£147.92
7327948	£483.81
7328024	£1,582.11
7328246	£885.89
7328305	£387.84
7328477	£133.53
7328543	£971.11
7328597	£1,000.42
7328633	£535.73
7328635	£280.68
7328673	£601.68
7328778	£559.28
7329023	£175.30
7329026	£566.57
7329172	£525.15
7329204	£114.05
7329235	£241.20
7329355	£227.88
7329389	£230.46
7330223	£186.76
7330445	£1,075.46
7330599	£808.25

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7330721	£467.90
7330914	£183.03
7330925	£264.52
7330944	£135.39
7330989	£177.04
7331062	£206.44
7331259	£180.11
7331298	£292.94
7331546	£1,710.00
7332157	£86.30
7332612	£763.25
7332768	£40.80
7333087	£1,800.91
7333115	£330.64
7334114	£351.00
7334401	£614.50
7334528	-£304.86
7334528	-£515.71
7334873	£1,261.91
7334887	£163.01
7335185	£103.47
7335828	£1,314.83
7335954	£168.03
7336023	£1,693.09
7336094	£2,093.66
7336152	£90.68
7336245	£860.07
7336384	£869.16
7336535	£833.21
7336961	£307.88
7336986	£1,967.12
7337305	£296.06
7337545	£307.85
7337647	£134.33
7337648	£1,198.23
7337703	£411.36
7337708	£171.11
7338038	£294.59
7338077	£296.06
7338257	£822.72
7338492	£176.76
7338533	£113.28
7339165	£98.66
7339338	£1,123.53
7339523	£1,169.00
7339579	85.63
7339685	£172.66
7340117	£328.58
7340388	£325.07
7340531	£1,444.18

**APPENDIX 1**  
**(Cont'd)**

Reference	Total Debt Outstanding
7340825	£726.46
7341041	£325.53
7341238	£107.70
7341291	£35.34
7341966	£248.90
7342051	£179.75
7342526	£210.58
7342812	£187.97
7343382	£356.31
7343446	£346.25
7343608	£573.80
7343621	£182.18
7344267	£92.85
7344485	£1,062.40
7344725	£478.85
7344915	£494.53
7345441	£175.99
7345523	£106.81
7345885	£93.29
7346134	£66.00
7346199	£2,956.23
7346276	£130.02
7346839	£439.75
7347313	£674.30
7347619	£187.97
7347935	£1,021.65
7348408	£84.80
7348869	£114.96
7348942	£470.42
7349059	£363.32
7349191	£245.90
7349274	£175.21
7349599	£868.01
7349741	£310.80
7349958	£172.27
7350501	£242.43
7350664	£62.16
7350814	£658.61
7350881	£482.85
7350926	£284.81
7351058	£215.94
7351584	£798.34
7351624	£162.48
7351727	£140.92
7351954	£205.67
7353868	£1,077.92
7353882	£627.93
7353897	£129.86
7354681	£247.08

**APPENDIX 1**  
**(Cont'd)**

Also Additional 4,657 small balance write Off / adj totalling

£13,830.35

**The total Council Tax debt  
authorised for write-off is**

**£414,232.05**

arm/ph/re/cr/18/0005ah1 App1

**Schedule of NNDR Debts Authorised for  
Write-Off/Adjustment 2017/18**

**APPENDIX 2**

Reference	Total Debt Outstanding
601365	£48.77
601553	£0.54
601561	£32.00
602052	£826.67
602614	-£210.55
602644	£0.01
602646	£16.00
603662	£0.10
605066	-£0.05
606839	£261.81
622648	£0.01
623545	-£4,395.81
630134	£4,402.19
630639	£1,084.61
631521	£221.98
631566	-£187.26
632576	£482.22
632576	£0.25
633295	£13,762.49
633358	£2,045.56
633631	£3.00
633956	£49.21
634205	£338.51
634558	£285.99
634815	-£11.13
634965	£650.68
635575	£29.28
635678	£529.44
635826	-£9.95
635826	-£0.94
635826	-£4.75
635829	£68.46
636205	£9,450.53
636588	£394.39
636665	£4,313.75
636672	£3.27
636792	-£0.01
636792	-£0.01
636794	-£4,053.69
636824	£6,740.23
636871	£595.55
636965	£41.73
637087	£475.19
637091	£250.65
637117	£1.47

**APPENDIX 2**  
**(Cont'd)**

Reference	Total Debt Outstanding
637117	£22.23
637241	£3,075.81
637331	£37.39
637429	£303.43
637482	£21,689.44
637682	-£12.00
637708	£4,332.83
637808	£9,588.22
637819	£0.01
638084	£337.82
638361	-£0.95
638392	£6,330.51
638397	£3,601.29
638407	£2,546.46
638424	£0.01
638448	£2,041.06
638486	£137.00
638546	£17,325.00
638635	£0.46
638715	-£11.01
638726	£3,163.82
638789	£1,687.56
638921	£721.92
639042	£3,884.15
639043	£6,750.83
639044	£12,052.22
639045	£11,245.28
639046	£11,393.25
639047	£4,550.85
639048	£1,333.32
639107	£3,440.00
639141	£121.26
639175	£100.00
639249	£0.32
639324	£502.67
639392	-£0.01
639438	£26.70
639487	£610.21
639514	£1.84
639577	£437.00
639607	-£5,988.74
639767	£2,157.00
639768	£5,532.39
639775	£61.12
639776	£481.97
639833	£826.43
639835	£32.00
639875	£1,100.56

**APPENDIX 2**  
**(Cont'd)**

Reference	Total Debt Outstanding
639876	£466.21
639888	£9,794.72
639961	£502.95
639966	£2,942.91
640006	£0.01
640031	£236.62
640099	-£587.54
640114	£5.00
640115	£4,327.00
640127	£4,997.04
640135	£13.90
640138	£6,111.79
640201	£1,273.04
640202	£1,190.64
640216	£7,456.74
640244	£58.08
640306	£4,610.33
640318	£4,035.54
640369	£1.54
640388	£22.38
640442	£29.03
640477	£1,087.32
640502	£1,748.16
640545	-£221.90
640557	£826.89
640616	£1,103.22
640642	£1,324.90
640659	£1,093.03
640668	£5,124.00
640713	£1,116.39
640732	£9,618.33
640756	-£195.00
640796	£565.98
640807	£4,822.44
640822	£1,078.78
640827	£1,216.11
640849	£3,239.08
640851	£2,949.47
640852	£1,437.11
640853	£3,239.08
640886	-£901.20
640906	£4,476.95
640927	£11,654.56
640929	£1,676.22
640978	£1,385.12
640988	£6,691.24
641008	£32.53
641008	£49.21

**APPENDIX 2**  
**(Cont'd)**

Reference	Total Debt Outstanding
641015	£1,183.28
641068	£6,580.23
641115	£5,346.64
641142	£5,354.41
641155	£2.16
641164	£32,035.09
641175	£1,789.82
641191	£760.20
641231	£1,277.97
641238	£1,526.49
641251	£3,384.93
641252	£5,705.17
641302	£3,929.06
641408	£484.85
641444	£712.38
641526	£2.18
641546	£1,173.53
641559	£327.76
641641	£5,961.28
641661	£7,562.30
641683	-£0.01
641713	£654.61
641714	£654.61
641739	£1,913.92
641742	£9,961.85
641758	£18.84
642075	£5.00
642095	£0.94
642159	£19.49
642238	-£0.01
642242	-£0.08

**The total Non-Domestic RatesTax debt  
authorised for write-off is**

**£388,158.16**

arm/ph/re/cr/18/0005ah1 App 2



**Schedule of Housing Benefit Overpayment Debts Authorised  
for Write-Off 2017/18**

**APPENDIX 3**

Reference	Invoice	Total Debt Outstanding
10035836	23663	£3,539.18
10021980	28971	£1,478.32
10042424	29406	£1,237.66
10013109	27124	£1,139.67
10027479	28955	£900.00
10017199	28756	£797.44
10025240	20115	£729.07
10045492	30272	£713.92
10017387	29012	£599.37
10026939	28976	£569.60
10021619	29013	£543.48
10040824	23325	£478.94
305582	28422	£465.75
10048822	29347	£408.24
10030795	27802	£346.17
10044352	26162	£319.56
10009727	30031	£284.73
10040481	30017	£255.00
10019840	28935	£241.33
10022478	26594	£219.85
10009727	30153	£163.20
10046840	29486	£133.80
10026184	12477	£35.00
97747	28887	£24.80
10047127	27121	£24.05
10051962	30432	£22.22
10050916	29882	£20.08
10031593	24191	£18.48
10034128	27232	£16.75
10047071	29154	£15.92
10032598	28557	£15.80
10043961	30168	£15.69
10049262	30115	£14.88
10043999	29377	£14.86
10024240	29002	£13.91
10044493	28948	£13.53
10051000	29671	£12.48
181755	29488	£11.92
0011970B	27288	£11.75
0021441B	29683	£9.14
10047982	30354	£7.86
10047115	27511	£7.08
0003990B	29914	£6.23
10045287	25937	£5.30
10048516	30191	£4.77

**APPENDIX 3**  
**(Cont'd)**

Reference	Invoice	Total Debt Outstanding
10045002	30025	£4.72
10038463	27853	£4.00
10024585	28988	£3.69
10044568	29984	£3.09
10043440	30277	£2.50
10020121	28108	£1.97
10049762	29419	£1.12
10038955	25058	£1.00
0001131B	30001	£0.99
10034835	29415	£0.74
10028955	29374	£0.51
10036463	30108	£0.32
10042577	29312	£0.15
10048610	30114	£0.06
10039687	26288	£0.01

**The total Housing Benefits Overpayments debt  
authorised for write-off is**

**£15,931.65**

arm/ph/re/cr/18/0005ah1 App 3

**Schedule of Sundry Debtor Debts Authorised  
for Write-Off 2017/18**

**APPENDIX 4**

Reference	Invoice Date	Total Debt Outstanding
000031	01-Jul-14	£539.55
000031	01-Aug-14	£539.55
000031	01-Sep-14	£539.55
000031	01-Oct-14	£231.73
000042	31-Mar-06	£450.00
000291	01-Oct-08	£18.74
000291	01-Oct-09	£4.60
000319	01-Oct-15	142.29
000319	01-Oct-17	£142.29
000330	01-Oct-16	£8.53
000767	05-Jan-12	£3,308.00
000797	01-Oct-16	£154.56
000929	31-Mar-06	£99.21
000929	01-Apr-06	£133.95
000929	01-Apr-07	£138.65
000929	01-Apr-08	£54.32
001039	01-Dec-13	20.00
001100	08-Apr-14	£69.60
001187	01-Dec-15	£20.00
001855	29-Jun-14	£70.00
001855	29-Jun-15	£70.00
001909	13-Oct-15	£70.00
001909	13-Oct-16	£70.00
001974	15-Aug-15	£180.00
001974	15-Sep-16	£180.00
002014	01-Nov-14	£180.00
002053	13-Sep-15	£180.00
002053	13-Sep-16	£180.00
002076	24-Nov-15	£70.00
201579	29-Nov-16	£180.00
201585	18-Nov-15	180.00
201585	18-Nov-16	£180.00
201781	01-Apr-15	£159.36
201787	01-Apr-13	£227.00
202369	24-Oct-15	180.00
202369	24-Oct-16	180.00
202928	21-Oct-10	£140.86
203016	01-Apr-14	£41.80
203037	01-Apr-16	£28.63
203136	01-Apr-15	£299.22
203267	01-Oct-14	£83.24
203373	10-Feb-14	£20.00
203373	10-Feb-15	£20.00
203373	10-Feb-16	£20.00
203373	10-Feb-17	£20.00
203433	20-Apr-14	£20.00

**APPENDIX 4**  
**(Cont'd)**

Reference	Invoice Date	Total Debt Outstanding
203433	20-Apr-15	£20.00
203433	20-Apr-16	£20.00
204152	01-Aug-14	£0.34
204167	01-Jul-17	£768.10
204167	01-Sep-17	£59.98
204167	01-Oct-17	£498.63
204218	22-Oct-14	£55.00
204359	01-Apr-15	£8.32
204506	17-Aug-15	£38.00
204573	02-Nov-15	£237.51
204579	15-Jul-16	£5.00
204612	14-Feb-17	£120.09
204612	03-Apr-17	£33.96
204685	26-Apr-16	£55.00
204685	01-Jun-16	£55.00
204724	15-Jun-16	£55.00
205044	07-Jul-17	£10.00
205070	17-Jul-17	£55.21

**The total Sundry Debtor debt authorised for write-off is** **£11,940.37**

arm/ph/re/cr/18/0005ah1 App 4