

<b>REPORT TO EXECUTIVE</b>			
<b>PORTFOLIO AREA: FINANCE AND RESOURCES</b>			
<b>Date of Meeting:</b>	27 January 2003		
<b>Public</b>			
<b>Key Decision:</b>	No	<b>Recorded in Forward Plan:</b>	No
<b>Inside Policy Framework</b>			

**Title:** **BAD DEBT WRITE-OFFS FOR COUNCIL TAX, NATIONAL NON-DOMESTIC RATES, DEBTORS AND EX-COUNCIL HOUSE RENTS.**

**Report of:** **The Head of Revenues & Benefits Services**

**Report reference:** **RB802**

### **Summary & Recommendations:**

The Committee is requested to:-

Write-off the sum of £75,611.34 in respect of debts over £1,000.

Note the Head of Finance's action in writing off debts totalling £42,169.74 in respect of bad debts under £1,000.

Note that the costs will fall against the 'Write-ons' will be credited as follows:

General Fund £ 12,567.45 NNDR £29,071.80

Housing Revenue Account £ 25,044.29 Council Tax £ 1,252.76

NNDR National Pool £ 62,391.05 Housing Revenue Account £ 3,145.36

Council Tax Pool £ 17,778.29

Total £117,781.08 £33,469.92

**Contact Officer:** Peter Mason

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CITY OF CARLISLE

To: The Executive RB802 January 2003

BAD DEBT WRITE-OFFS FOR COUNCIL TAX,  
NATIONAL NON-DOMESTIC RATES, DEBTORS,  
AND EX-COUNCIL HOUSE RENTS

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**1. BACKGROUND INFORMATION AND OPTIONS**

1. In accordance with the Head of Finance's delegated authority for the write-off of outstanding debts under £1000 the Executive is asked to note debts totalling £42,169.74 have been written off, such bad debts are summarised for the Executive's information in Table 1 of this report.

1.2 Also itemised in appendices are schedules of other debts exceeding £1000 and the committee is asked to consider the write-off of these debts which total £ 75,611.34.

Appendix 1 – NNDR - 61,612.16

Appendix 2 – Council Tax - 2,195.05

Appendix 3 – Private Tenant Benefit Overpayments - 6,680.27

Appendix 4 – Ex Council House Tenant Benefit

Overpayments - 5,123.86

3. The 'write-ons' itemised in Table One totalling £33,469.92 are in respect of balances originally written off that have since been paid and credit write-offs.

1.4 For the Executive's information definitions of write off terms are detailed in Appendix 5.

1.5 The write-offs are fully provisioned as explained in paragraph 3.5 below.

# **1. TABLE ONE**

<u>Type of Debt</u>	<u>Under £1000  No of Accounts</u>	<u>Under £1000  Amount</u>	<u>£1000 &amp; Over  No of Accounts</u>	<u>£1000 &amp; Over  Amount</u>	<u>Write-Ons Amount</u>
-					
-					
-					
-		£		£	£
NNDR	4	778.89	7	61,612.16	(29,071.80)
Council Tax	70	15,583.24	2	2,195.05	(1,252.76)
Debtors		3,037.27	2	6,680.27	
Private Tenants	18	2,849.91			
Housing Benefit	24	155.20			
Overpayments	33				
General Fund					
HRA					
				5,123.86	
Council Tenants	9	3,945.91			

FTA	114	15,819.32	3		(3,145.36)
Benefit Overpayments					
<b>TOTAL</b>	<b>272</b>	<b>42,169.74</b>	<b>14</b>	<b>75,611.34</b>	<b>(33,469.92)</b>

### 3. STAFFING/RESOURCES COMMENTS

Not Applicable

### 4. HEAD OF FINANCE'S COMMENTS

Included within the report.

### 5. LEGAL COMMENTS

Not Applicable

### 6. CORPORATE COMMENTS

Not Applicable

### 7. ENVIRONMENTAL IMPLICATIONS

Not Applicable

### 8. RECOMMENDATIONS

The Committee is requested to:-

1. Write-off the sum of £75,611.34 in respect of debts over £1000.
2. Note the Head of Finance's action in writing off debts totalling £42,169.74 in respect of bad debts under £1000.
3. Note that the costs will fall against the

General Fund - £ 12,567.45

Housing Revenue Account - £ 25,044.29

NNDR National Pool - £ 62,391.05

Council Tax Pool - £ 17,778.29

£117,781.08

4. 'Write-ons' will be credited as follows:

NNDR - £ 29,071,80

Council Tax - £ 1,252.76

Housing Revenue Account - £ 3,145.36

Total £ 33,469.92

5. In the case of General Fund the Write-offs will be charged against provisions made for bad debts. However VAT which has been separately identified will be recouped in future VAT returns. In the case of HRA, the element relating to former tenant arrears £21,743.73 (net) will be charged against a provision made for the purpose. Write-off/write on of Council Tax and NNDR will fall against the pool provisions within those accounts. Any Council Tax or NNDR Court Costs written off will be charged against the costs 'Bad Debt' provision within the General Fund.

## 9. REASONS FOR RECOMMENDATIONS

Debts irrecoverable for reasons stated.

P MASON

Head of Revenues & Benefits Services

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Revenues & Benefits

Carlisle, 14 January 2003, PM/EL/RB802