

**PORTFOLIO AREA: Policy, Performance, Management, Finance and Resources.****Date of Meeting: 24 March 2005****Public****Key Decision: No****Recorded in Forward Plan: No****Inside Policy Framework****Title: BAD DEBT WRITE-OFFS FOR COUNCIL TAX, NATIONAL NON-DOMESTIC RATES AND DEBTORS****Report of: The Head of Revenues & Benefits Services****Report reference: RB12-05****Summary & Recommendations:**

The Committee is requested to:-

Write-off the sum of £107,122.09 in respect of debts over £1,000.

Note the Head of Finance's action in writing off debts totalling £32,699.47 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	£ 23,916.40	General Fund	£ 1,233.82
Council Tax Pool	£ 38,403.64	Council Tax Pool	£ 10,071.01
NNDR Pool	£ 77,501.52	NNDR Pool	£ 866.00
Total	£ 139,821.56	Total	£ 12,170.83

Contact Officer: Peter Mason**Ext: 7270**

CITY OF CARLISLE

To: The Executive
Date: 24 March 2005

RB12-05

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

1. BACKGROUND INFORMATION AND OPTIONS

1.1 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 £32,699.47 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 £107,122.09.

£

Appendix 1 – NNDR	75,876.69
Appendix 2 – Council Tax	12,117.76
Appendix 3 – Ex-Housing Revenue Account (CF)	5504.45
Appendix 4 – Ex Former Tenant Arrears (CF)	13623.19

1.3 The 'write-ons' itemised in Table One totalling £11,857.44 are in respect of balances originally written off that have since been paid and credit write-offs.

1.4 The write-offs are fully provisioned as explained in paragraph 4.5 below.

2. TABLE ONE

<u>Type of Debt</u>	<u>Under £1000 No of Accounts</u>	<u>Under £1000 Amount</u>	<u>£1000 & Over No of Accounts</u>	<u>£1000 & Over Amount</u>	<u>Write-Ons Amount</u>
		<u>£</u>		<u>£</u>	<u>£</u>
NNDR	3	1,624.83	17	75,876.69	(866.00)
Council Tax	85	26,285.88	9	12,117.76	(10,071.01)
Debtors					
Private Tenants	13	2,367.75			(319.13)
Housing Benefit					
Overpayments					
General Fund	22	1,384.36			(10.00)
Ex HRA	7	476.73	2	5,504.45	(303.39)
Ex FTA					
Council Tenants	3	483.10	8	13,623.19	
Benefit					
Overpayments	1	76.82			(601.30)
TOTAL	<u>134</u>	<u>32,699.47</u>	<u>36</u>	<u>107,122.09</u>	<u>(12,170.83)</u>

3. **CONSULTATION**

3.1 Consultation to Propose

3.2 Consultation to Date

4. RECOMMENDATIONS

The Committee is requested to:-

4.1 Write-off the sum of £107,122.09 in respect of debts over £1000.

4.2 Note the Head of Finance's action in writing off debts totalling £32,699.47 in respect of bad debts under £1000.

4.3 Note that the costs will fall against the

General Fund	-	£ 23,916.40
Council Tax Pool	-	£ 38,403.64
NNDR Pool	-	<u>£ 77,501.52</u>
		£139,821.56

4.4 'Write-ons' will be credited as follows:

General Fund	-	£ 1,233.82
Council Tax	-	£ 10,071.01
NNDR	-	<u>£ 866.00</u>
Total		£ 12,170.83

4.5 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. Note HRA debts and provisions have been transferred to the General Fund. 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.

5. REASONS FOR RECOMMENDATIONS

Debts irrecoverable.

6. IMPLICATIONS

- Staffing/Resources – Not Applicable
- Financial – Included within the report.
- Legal – Not Applicable
- Corporate – Not Applicable

- Risk Management – Not Applicable
- Equality Issues – Not Applicable
- Environment – Not Applicable
- Crime and disorder – Not Applicable
- Impact on the Customer – Not Applicable

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Revenues & Benefits

Carlisle

24 March 2005

PM/WB/RB12-05