

|                           |  |                  |      |
|---------------------------|--|------------------|------|
| Committee:                | Executive                                  | Agenda Item No.: | 7    |
| Date:                     | 1 <sup>st</sup> December 2008              | Status           | Open |
| Category                  | 3. Part of the Budget and Policy Framework |                  |      |
| Subject:                  | Arrears – Irrecoverable Items over £1,000  |                  |      |
| Report by:                | Head of Revenue Services                   |                  |      |
| Other Officers Involved   |  |                  |      |
| Director                  | Director of Resources                      |                  |      |
| Relevant Portfolio Holder | Social Inclusion                           |                  |      |

### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

To maintain sound Financial Management and continue to seek efficiency savings. As part of sound financial management it is necessary to recognise and deal with money owed where no further effective steps can be taken for recovery. This also goes to providing efficient Council services.

### **TARGETS**

Does not apply to this report.

### **VALUE FOR MONEY**

Ensuring that the limited resources are concentrated on recovery of debt that is collectable. Under current Council guidance, it has been considered not cost-effective to spend more money on outside agencies to take further action.

### **THE REPORT**

### **IRRECOVERABLE ITEMS**

Executive is requested to approve the write off of the under-mentioned irrecoverable items including costs amounting to £30,338.26 as itemised on the attached schedules.

| <b>Bankruptcy</b> |                 |                   |
|-------------------|-----------------|-------------------|
| No of Accounts    | Type of Account |                   |
| 2                 | Council Tax     | £2,564.33         |
| 2                 | Business Rates  | £15,305.49        |
| 1                 | Sundry Debts    | £3,881.00         |
|                   | <b>Total</b>    | <b>£21,750.82</b> |

| <b>No Trace</b> |                 |                  |
|-----------------|-----------------|------------------|
| No of Accounts  | Type of Account |                  |
| 7               | Council Tax     | £7,565.60        |
| 1               | Business Rates  | £1,021.84        |
|                 | <b>Total</b>    | <b>£8,587.44</b> |

Where debtors leave the property without forwarding addresses extensive efforts are made to trace them. In addition to departmental checks, statutory undertakers and other agencies are contacted, enquiries are made of neighbours and family or employers where known. Where it is known that a person has moved to another area contact is made with the relevant local authority to alert them and request reciprocal information.

### **ISSUES/OPTIONS FOR CONSIDERATION**

Writing off the outstanding debts in respect of persons unable to trace / bankrupt or Companies in liquidation.

### **IMPLICATIONS**

Financial: This amount can be accommodated with the bad debt provision approved in the budget.

Legal: None

Human Resources: None

### **RECOMMENDATION(S)**

**That approval is given to write off the irrecoverable items including costs amounting to £30,338.26 with the proviso that should any of the debts become collectable the amounts be re-debited.**

**REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

In order that outstanding debts can be written off.

ATTACHMENTS:           **Y**

SOURCE DOCUMENT:   Official Receiver/ Internal records.

**COUNCIL TAX: AMOUNTS FOR WRITE OFF: BANKRUPTCY**

| <b><u>Account Reference</u></b> | <b><u>Lead Liable Name</u></b> |   | <b><u>Account Balance</u></b> | <b><u>Liable From</u></b>              | <b><u>Liable To</u></b>                | <b><u>Bill Balance</u></b>       |
|---------------------------------|--------------------------------|---|-------------------------------|--|--|----------------------------------|
| 900496690                       | HODSON,MR CHRISTOPHER          | 31 GRAY FALLOW<br>SOUTH NORMANTON<br>DE55 3BQ | £ 1,209.00                    | 01/04/2006                             | 01/04/2007                             | £1,209.00                        |
| 900856161                       | REYNOLDS,MS KATI               | 2 COPSEWOOD<br>SOUTH NORMANTON<br>DE55 3NQ    | £ 1,355.33                    | 01/04/2006<br>01/04/2007<br>01/04/2008 | 01/04/2007<br>01/04/2008<br>02/07/2008 | £ 528.00<br>£ 580.96<br>£ 246.37 |
|                                 |                                |   | <b><u>£ 2,564.33</u></b>      |  |  |                                  |

**BUSINESS RATES: ACCOUNTS FOR WRITE OFF - LIQUIDATION**

|   | <u>Account</u><br><u>Reference</u> | <u>Lead Liabile Name</u> | <u>Address</u>   | <u>Account</u><br><u>Balance</u> | <u>Liabile</u><br><u>From</u> | <u>Liabile</u><br><u>To</u> | <u>Bill</u><br><u>Balance</u> |
|---|------------------------------------|--------------------------|--|----------------------------------|-------------------------------|-----------------------------|-------------------------------|
| 1 | 800136439                          | LOGO FASHION LIMITED     | UNIT 48 MCARTHUR GLEN<br>MANSFIELD ROAD<br>SOUTH NORMANTON | £ 7,736.28                       | 17/10/2007<br>01/04/2008      | 01/04/2008<br>07/08/2008    | £ -<br>£ 7,736.28             |
| 2 | 800106704                          | CLF TECHNOLOGIES         | 16 SAWPIT LANE<br>TIBSHELF                                 | £ 7,569.21                       | 13/02/2002<br>01/04/2008      | 01/04/2008<br>09/07/2008    | £ -<br>£ 7,569.21             |
|   |                                    |                          |  | <u>£15,305.49</u>                |                               |                             |                               |

**PROPOSED WRITE OFF OF SUNDRY DEBTORS - BANKRUPTCY /LIQUIDATION**

| <u>ACCOUNT<br/>NUMBER</u> | <u>INVOICE<br/>NUMBER</u> | <u>INVOICE<br/>DATE</u> | <u>AMOUNT</u> | <u>DEBTOR</u>                                | <u>REASON FOR<br/>INVOICE</u> | <u>WRITE-OFF<br/>AMOUNT</u> | <u>REASON FOR<br/>WRITE-OFF</u>  |
|---------------------------|---------------------------|-------------------------|---------------|--|-------------------------------|-----------------------------|--|
| 9970                      | 43986                     | 17.08.05                | 3881.00       | MR K LOWE<br>11 BRUNNER AVENUE<br>SHIREBROOK | GROUP REPAIR WORKS            | 3881.00                     | MR LOWE WAS DECLARED BANKRUPT FOLLOWING PROCEEDINGS<br>TAKEN BY THE AUTHORITY. OFFICIAL RECEIVER HAS DECLARED THAT<br>THERE ARE NO FUNDS AVAILABLE |
|                           |                           |                         |               |  |                               | <u>£3,881.00</u>            |  |

**COUNCIL TAX: AMOUNTS FOR WRITE OFF: NO TRACE**

| <u>Account Reference</u> | <u>Lead Liable Name</u> | <u>Address</u>                                  |   | <u>Account Balance</u> | <u>Liabe From</u> | <u>Liabe To</u> | <u>Bill Balance</u> |
|--------------------------|-------------------------|---|---|------------------------|-------------------|-----------------|---------------------|
| 900115773                | COWLEY,MISS DONNA       | 68 CHESTERFIELD ROAD<br>SHUTTLEWOOD<br>S44 3QT  | £ | 1,242.83               | 28/02/2004        | 01/04/2004      | £ 94.01             |
|                          |                         |   |   |                        | 01/04/2004        | 01/04/2005      | £ 679.44            |
|                          |                         |   |   |                        | 01/04/2005        | 01/04/2006      | £ 198.87            |
|                          |                         |   |   |                        | 01/04/2006        | 01/04/2007      | £ 58.32             |
|                          |                         |   |   |                        | 01/04/2007        | 21/02/2008      | £ 212.19            |
| 900378001                | WHYSALL,MRS MANDY       | 4 ELMTON CLOSE<br>CRESWELL<br>S80 4HE           | £ | 112.26                 | 01/04/2001        | 11/06/2001      | £ 112.26            |
| 900390156                | WHYSALL,MRS MANDY       | 15 HAZELBY ROAD<br>CRESWELL<br>S80 4BB          | £ | 122.63                 | 01/04/2002        | 05/07/2002      | £ 122.63            |
| 900566577                | WHYSALL,MRS MANDY       | 15 ROTHERHAM ROAD<br>NEW HOUGHTON<br>NG19 8TE   | £ | 43.95                  | 18/07/2002        | 21/08/2002      | £ 43.95             |
| 900851244                | WHYSALL,MRS MANDY       | 61 THE CROFT<br>SOUTH NORMANTON<br>DE55 2BW     | £ | 3,597.17               | 01/04/2003        | 01/04/2004      | £ 625.30            |
|                          |                         |   |   |                        | 01/04/2004        | 01/04/2005      | £ 860.72            |
|                          |                         |   |   |                        | 01/04/2005        | 01/04/2006      | £ 889.68            |
|                          |                         |   |   |                        | 01/04/2006        | 01/04/2007      | £ 932.18            |
|                          |                         |   |   |                        | 01/04/2007        | 16/11/2007      | £ 289.29            |
| 901094867                | PARKER,MR GRAHAM        | 19 ALFRED STREET<br>SOUTH NORMANTON<br>DE55 3EL | £ | 1,218.55               | 11/06/2005        | 01/04/2006      | £ 625.00            |
|                          |                         |   |   |                        | 01/04/2006        | 15/11/2006      | £ 593.55            |

|           |                       |  |   |          |            |            |          |
|-----------|-----------------------|--|---|----------|------------|------------|----------|
| 900644950 | WIDDOWSON,MRS JULIE D | 14 THE CRESCENT<br>LANGWITH JUNCTION<br>NG20 9AE | £ | 1,228.21 | 01/04/2005 | 01/04/2006 | £ 911.39 |
|           |                       |  |   |          | 01/04/2006 | 23/07/2006 | £ 316.82 |

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|   |                 |
|---|-----------------|
| £ | <b>7,565.60</b> |
|---|-----------------|

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**BUSINESS RATES: ACCOUNTS FOR WRITE OFF - NO TRACE**

|   | <u>Account Reference</u> | <u>Lead Liabile Name</u> | <u>Address</u>                                   | <u>Account Balance</u> | <u>Liabile From</u> | <u>Liabile To</u> | <u>Bill Balance</u> |
|---|--------------------------|--------------------------|--|------------------------|---------------------|-------------------|---------------------|
| 1 | 800142381                | RNL IMPORT               | UNIT 3 HIGH ASH FARM<br>MANSFIELD ROAD<br>CLOWNE | £ 1,021.84             | 01/04/2008          | 27/07/2008        | £1,021.84           |

£ 1,021.84