

Committee:	Executive	Agenda Item No.:	10.
Date:	14 th January 2013	Status	Open
Category	3. Part of the Budget and Policy Framework		
Subject:	Arrears – Irrecoverable Items over £1000		
Report by:	Billing and Recovery Manager		
Other Officers Involved			
Director	Director of Corporate Resources		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

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 supports the provision of efficient Council services as it enables a focus to be maintained on those accounts which are collectable.

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 £23,410.84 as itemised on the attached schedules.

Bankruptcy/ Liquidation		
No of Accounts	Type of Account	
1	Council Tax	£1,431.47
5	Business Rates	£8,581.07
2	Sundry Debtors	£5,177.36
	Total	£15,189.90

No Trace		
No of Accounts	Type of Account	
1	Council Tax	£1,715.85
1	Business Rates	£4,303.35
2	Sundry Debtors	£2,201.74
	Total	£8,220.94

Where debtors leave the properties 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 who are bankrupt or companies in liquidation or unable to trace.

IMPLICATIONS

Financial: The costs will be met from a provision for doubtful debts which has been agreed as part of the Council's budget.

Legal: None

Human Resources: None

RECOMMENDATION

That approval is given to write off the irrecoverable items including costs amounting to £23,410.84 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

	<u>Account Reference</u>	<u>Lead Liabie Name</u>	<u>Address</u>		<u>Account Balance</u>	<u>Liabie From</u>	<u>Liabie To</u>	<u>Bill Balance</u>
1	901470911	FREEMAN,MRS ASHLEY	5 BELFMOOR CLOSE WHITWELL	£	1,431.47	01/04/2012 30/10/2011	01/04/2013 01/04/2012	£1,052.74 £ 378.73

£ 1,431.47

BUSINESS RATES: AMOUNTS FOR WRITE OFF: BANKRUPTCY/ LIQUIDATION

<u>Account Reference</u>	<u>Lead Liabie Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabie From</u>	<u>Liabie To</u>	<u>Bill Balance</u>
1 800152683	S & H RECOVERY SERVICE	MORGANS GARAGE NEWBOUNDMILL LANE PLEASLEY	£ 108.12	01/04/2012	14/08/2012	£ 108.12
2 800152709	S & H RECOVERY SERVICE	THE GARAGE ROTHERHAM ROAD NEW HOUGHTON	£ 1,068.66	01/04/2012	14/08/2012	£ 1,068.66
3 800158621	BANNER MANAGEMENT SOLUTIONS	5 MIDLAND WAY BARLBOROUGH	£ 3,169.73	04/06/2010	20/07/2010	£ 3,169.73
4 800166252	MRS JOANNE FLETCHER	CASTLE ARMS STATION ROAD BOLSOVER	£ 1,916.50	01/04/2011 03/02/2011	17/07/2011 01/04/2011	£ 1,259.12 £ 657.38
5 800166593	LEON MCBAIN	UNIT 13 PIT HILL LANGWITH	£ 2,318.06	01/04/2010 01/04/2009	01/04/2011 01/04/2010	£ 392.81 £ 1,925.25
			<hr/> £ 8,581.07 <hr/>			

PROPOSED WRITE OFF OF SUNDRY DEBTORS - BANKRUPTCY /LIQUIDATION

<u>ACCOUNT NUMBER</u>	<u>INVOICE NUMBER</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u> £	<u>DEBTOR</u>	<u>REASON FOR INVOICE</u>	<u>WRITE-OFF AMOUNT</u>	<u>REASON FOR WRITE-OFF</u>
28008	30165601 30170816	10.11.2011 07.02.12	1039.97 297.96	A FREEMAN 5 BELFMOOR CLOSE WHITWELL	OVER ALLOWED HOUSING BENEFIT	1,014.16 297.96	CLAIMANT DECLARED BANKRUPT ON 05.07.12 CASE NO 405/2012
15264	81716	17.02.11	3865.24	CAVAN PROPERTIES LTD 4 LAWRENCE PARK UNDERWOOD	GROUP REPAIR WORKS AT 107 VERNEY STREET NEW HOUGHTON	3,865.24	COMPANY WENT INTO LIQUIDATION ON 02.11.12
						<u>£ 5,177.36</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>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1 901396066	SZMAJLO,MISS DOROTA	31 CHESTNUT DRIVE SHIREBROOK	£ 1,715.85	01/04/2012 01/04/2011 13/08/2010	15/04/2012 01/04/2012 01/04/2011	£ 42.89 £1,094.96 £ 578.00
			<u>£ 1,715.85</u>			

BUSINESS RATES: AMOUNTS FOR WRITE OFF: NO TRACE

<u>Account Reference</u>	<u>Lead Liable Name</u>	<u>Address</u>	<u>Account Balance</u>	<u>Liabile From</u>	<u>Liabile To</u>	<u>Bill Balance</u>
1 800160581	MR KARL W NORRIS	7 EREWASH ROAD BROOKHILL INDUSTRIAL EST PINXTON	£4,303.35	01/04/2011 16/03/2011	01/03/2012 01/04/2011	£4,062.33 £ 241.02
			<u>£4,303.35</u>			

PROPOSED WRITE OFF OF SUNDRY-DEBTORS OVER £1000.00 - NO TRACE

<u>ACCOUNT</u> <u>I</u> <u>NO.</u>	<u>INVOICE</u> <u>NO.</u>	<u>INVOICE</u> <u>DATE</u>	<u>AMOUNT</u>	<u>DEBTOR</u>	<u>REASON FOR INVOICE</u>	<u>WRITE OFF</u> <u>AMOUNT</u>	<u>REASON FOR WRITE OFF</u>
<u>63432</u>	3013903 5	21.12.10	156.00	J DRYSDALE	OVER ALLOWED	57.00	
	3013904 8	21.12.10	520.00	C/O 23 SPRINGFIELD AVENUE	HOUSING BENEFIT	520.00	CASE RETURNED FROM COLLECTING AGENT - NO TRACE OF DEBTOR
	3014627 7	09.04.11	430.86	SHIREBROOK		430.86	ALL AVENUES TRIED
57480	3012058 1	26.05.10	544.18	J A MARTIN	OVER ALLOWED	544.18	CASE RETURNED FROM COLLECTING AGENT - NO TRACE OF DEBTOR
		29.05.10	3.92	13 KIRKOSWALD ROAD	HOUSING BENEFIT	3.92	ALL AVENUES TRIED
		02.11.10	645.78	MOTHERWELL SCOTLAND		645.78	
						<u>£2,201.74</u>	