

**Policy Committee – 16<sup>th</sup> September 2014**

**Bad Debt Write Offs 2013/14**



Report of the Corporate Head of Financial Management

Wards affected: All

1. **Purpose of Report** – In accordance with Financial Procedure Rules, to report to Members details of total bad debts written off during the 2013/14 financial year.
2. **Recommendations**
  - 2.1 This report is for information only. Members are recommended to note the bad debts written off during the 2013/14 financial year, as shown in Appendix A.
3. **Background**
  - 3.1 Customer and Benefit and Financial Services are responsible for the collection of council tax, non domestic rates and miscellaneous income.
  - 3.2 In order to focus resources on collectable accounts, thus minimising the cost of collection, it is from time to time important to write off accounts regarded as bad debts. This is generally accepted as good practice.
  - 3.3 The Council’s Corporate Head of Financial Management has delegated authority to write off Council Tax, Non Domestic Rates and Miscellaneous Income debts; subject to first consulting the appropriate Ward Representative(s) on any debt exceeding £100 that is being considered for write-off. In all cases the option to write off the debt has been chosen as the last resort; wherever possible the debt is recovered. In cases where the debt is written off, the debtor may be bankrupt, has moved abroad or is incapacitated with no means to pay.
  - 3.4 The total write offs in the year to 31 March 2014 amount to £295,532. This is split across the following debt types: Sundry Debtors: £13,724 (Appendix A1); NNDR Debtors: £112,300 (Appendix A2); Council Tax Debtors: £97,877 (Appendix A3); Overpaid Housing Benefits: £71,631 (Appendix A4).
  - 3.5 If, following approval for write off, new information regarding the whereabouts of a debtor comes to light, then the debt is re-raised and pursued accordingly.
  - 3.6 Members may wish to place the writing off of these debts into context with the Council’s successful collection record. In 2013/14 the Council had a collection rate of 98.7% for Council Tax and 98.3% for NNDR.
4. **Implications**
  - 4.1 **Financial and Value for Money (vfm) Implications** – There is provision within the Council’s budget for bad debt and writing off this amount will not cause that provision to be exceeded. The bad debt provisions for 2013/14 are Council Tax: £391,950; Non Domestic

Rates: £208,200; Housing Benefit Overpayments: £366,917 and General Provision: £106,427.

4.2 **Legal Implications** – None.

4.3 **Contribution to Council Priorities** – None arising directly from this report.

4.4 **Risk Management** – Not applicable.

4.5 **Equality Analysis** - The Council's Equality Impact Assessment Procedure has not been followed. Therefore neither an Initial Screening nor an Equality Impact Assessment has been undertaken on the proposed policy, strategy, procedure or function to identify whether it has/does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

5. **Consultations with Others** – Financial Services

6. **Access to Information** - Case files available for each write off proposed.

7. **Author of the Report** - James Anderson, Senior Accountant,  
Telephone: 01756 706202. Email: janderson@cravendc.gov.uk

8 **Appendices**

Appendix A – Debts written off in 2013/14 by debt type.

## SUNDRY DEBTOR WRITE-OFFS - 2013-14

Amount £. p	Invoice No	Debt Type	Reason for write-off
25.81	742358	TW	Ceased trading
34.40	744491	SB	Lessons ceased
35.00	728589	CC	Ceased trading
36.00	734760	EP	Service ceased
40.22	739167	WS	2012 debt
46.52	741589	SH	Multi debtor
53.31	742142	GA	In nursing home
54.17	739492	TW	Service ceased
60.00	740707	SH	No Trace
65.00	572920	CC	Multi-debtor
67.43	742253	TW	D Phipps - bankrupt
70.00	740382	LI	Ceased trading
73.34	737647	AP	Out of area - No Trace
82.97	742358	TW	Ceased trading
101.11	743064	TW	CDC error
117.43	950550	TW	Ceased trading
120.65	739143	WS	Ceased trading
120.65	742030	WS	Deceased
123.05	580930	MG	Ceased trading
134.89	742321	TW	Bankrupt
150.87	743529	TW	Ceased trading
164.59	950603	TW	Ceased trading
175.00	741247	SH	Moved to Ireland
180.00	740194	LI	Ceased trading
180.00	741669	LI	Ceased trading
181.85	737480	AP	Multi debtor
184.16	740818	AP	Multi debtor
188.00	744720	PB	Multi debtor
206.00	744581	PB	No monies
219.21	739422	TW	CDC error
220.18	739840	TW	Ceased trading
225.00	746630	SH	Multi debtor
230.00	556497	EH	Uneconomic to pursue
255.88	739361	TW	Ceased trading
261.40	738362	MT	Market rent balance
288.00	741753	MT	Market rent balance
296.28	736562	MT	Market rent balance
311.32	741759	AP	Multi debtor
327.20	740984	AP	Multi debtor
350.00	741381	AP	Multi debtor
353.89	743169	TW	Service ceased
425.00	740834	SH	No Trace
425.00	741288	SH	Multi debtor
450.34	735627	GA	No means to pay
640.50	738363	MT	Market rent balance
708.63	746603	SH	Multi debtor
752.64	741752	MT	Market rent balance
780.60	741111	MT	Market rent balance
799.75	743406	AP	Multi debtor

**SUNDRY DEBTOR WRITE-OFFS - 2013-14**

<b>Amount £. p</b>	<b>Invoice No</b>	<b>Debt Type</b>	<b>Reason for write-off</b>
960.48	734624	BC	Property sold to another
1,208.87	572909	AP	Multi debtor
161.43	<b>balances under £25 written-off</b>		

<b>13,724.02</b>	<b>TOTAL SUNDRY DEBTOR WRITE-OFFS 2013-14</b>
------------------	---

**KEY:**

AP	Admin Penalty
BC	Building Control
CC	County Court Costs
EH	Environmental Health
EP	Environmental Protection
GA	Garage Rents
LI	Licensing
MG	Property General
MT	Market Traders
PB	Public Room Hire
SB	Swimming Baths
SH	Strategic Housing
TW	Trade Waste
WS	Water Sampling

## Non Domestic Rates WRITE-OFFS 2013-14

Amount £. p	Ref	Reason for write-off
34.32	5000634533X	Small balance
65.00	50006362196	Costs only
209.72	50006355097	Co Struck off
293.63	50002156356	Co liquidated
349.70	50006322885	Aged/doubtful debt
351.57	50006292569	Company Dissolved
400.42	50006371886	Gone away no trace
421.88	50002339651	Aged debt, recovery exhausted
551.47	50006286278	Aged debt, recovery exhausted
720.02	50006369336	Company struck off
720.02	50006369327	Company struck off
778.95	50006340225	Bankrupt
968.62	50006372522	Gone away no trace
975.69	50006334097	Bankrupt
998.44	50006355954	Gone away Co insolvent
1,789.11	50006362810	Co in administration
1,914.82	50006368072	Co liquidated
2,030.02	50006355598	Bankrupt
2,408.36	50006365728	Gone away no trace
2,529.04	50006352081	Bankrupt
2,592.29	50006359894	Bankrupt
2,686.19	50006366198	Gone away (Directors now banned)
2,780.10	50006365871	Co. Dissolved
3,124.62	50006363010	Co struck off/gone away
3,447.96	5000631574X	Company struck off
4,617.02	50006349117	Company struck off
4,939.14	50006363075	Co in liquidation
5,439.80	50006331410	Co struck off
5,502.35	50006370782	Co liquidated
5,990.01	50006367424	Co Struck off
6,217.31	50006368297	Co liquidated
6,331.53	50006368090	Co struck off, no prospect of payment
7,235.55	50006370773	Co. liquidated
10,131.86	50006367685	Co liquidated
11,347.23	50006369855	Co in liquidation
11,372.01	50006368840	Company struck off

33.76 ase with debts under £25

---

**112,299.53** TOTAL NDR WRITE-OFFS 2013-14

---

## COUNCIL TAX WRITE-OFFS 2013-14

Amount £. p	Ref	Reason
26.06	10048871778	Small balance/gone away
28.31	10048732878	Sm balance
28.91	10048908330	Small balance
29.63	10048881087	Sm balance gone away
31.29	10048913439	small balance/gone away
32.69	10048461413	Sm balance gone away
41.69	10048800118	Small balance
50.67	1004880734X	Small balance/gone away
56.47	10048842851	Small balance no trace
64.71	10048766657	Gone away no trace
70.33	10002947353	Deceased
73.69	10048762074	Sm balance/gone away
75.83	10048854466	Gone away no trace
84.10	10048618595	Gone away/small balance
85.18	10048852287	Deceased
91.86	10048770428	Uneconomic to pursue
94.09	10048846924	Gone away no trace
102.81	10048827148	No trace
106.27	10048906527	Debt Relief Order
107.06	10048882331	Gone away, Australia
107.92	10048799136	Gone away
108.04	10048807027	No trace
111.11	10048806513	Deceased
118.59	10048678614	Gone away no trace
119.37	10048833715	Gone away no trace
125.89	10048814529	Gone away no trace
131.86	10048844692	Deceased
135.07	10048607331	Gone away no trace
136.91	10048897354	Gone away no trace
137.95	10048772895	Gone away no trace
142.67	10048839585	In Prison
147.12	10048786517	Gone away no trace
147.24	1004887447X	Gone away no trace
147.86	1004885564X	Gone away no trace
150.06	10048810910	Gone away no trace
151.75	10048686737	Gone away no trace
152.94	10048800593	In Prison
154.59	10048861547	Gone away no trace
155.07	10048384151	Gone away - USA
159.93	10011859157	Gone away Australia
160.63	10048907925	No trace
161.23	1004889563X	Gone away no trace
165.16	10048844781	No trace
165.30	10048836990	Gone away no trace
165.57	10048749443	DRO

## COUNCIL TAX WRITE-OFFS 2013-14

Amount £. p	Ref	Reason
167.10	10048898681	Gone away no trace
167.39	10048892188	Gone away no trace
177.05	10048835126	No trace
178.30	10048891271	Gone away no trace
182.18	10048855167	No trace
197.15	10048748994	Gone away no trace
197.23	1004864324X	Debt Relief Order
205.30	10048884889	Gone away no trace
209.39	1004885836X	Gone away no trace
212.16	1004871501X	Gone away
217.13	10048425461	IVA
220.00	1004881774X	Gone away poss in Norfolk
228.63	1004882408X	Gone away - poss in Essex
229.00	10048306664	Deceased
231.38	10048706798	Gone away no trace
231.84	10048302733	Gone away- retnd to Ireland
232.31	10048845740	Gone away no trace
239.29	10048894151	Gone away no trace
247.73	10048812125	In receivership
252.72	10048822276	In Prison
253.98	10048883014	Gone away, New Zealand
257.02	10048823567	Gone away no trace
268.50	10048879243	Gone away no trace
270.00	10048561490	Gone away - Edinburgh
270.04	10048731854	Gone away no trace
272.15	10048856313	Gone away no trace
276.02	10048840995	No trace
278.46	10048352257	Economic recovery exhausted
294.57	10048815560	In prison
298.12	10048832175	Gone away no trace
298.23	10048857560	Gone away no trace
311.52	10048778471	IVA
312.41	1004880123X	Gone away no trace
321.06	10048859712	Gone away - France
328.79	10048821459	Gone away no trace
330.86	10048854760	Gone away no trace
337.24	1004887471X	No trace
343.68	10048846853	Gone away no trace
345.82	1004878474X	Economic recovery exhausted
374.29	1004885292X	Gone away no trace
386.31	10048725124	Uneconomic to pursue
388.03	10048880869	Gone away returned to NZ
393.28	10048627621	Uneconomic to pursue Recovery exhausted
400.04	1004889023X	Gone away no trace
402.50	10048863683	Co struck off no prospect of payment

## COUNCIL TAX WRITE-OFFS 2013-14

Amount £. p	Ref	Reason
404.16	1004882511X	Gone away no trace
409.86	10048835977	Gone away
414.32	10048485189	Gone away no trace
421.18	10048750595	Gone away no trace
422.57	10048768068	Bankrupt
430.02	10048817169	Gone away no trace
435.12	10048767311	Recovery Exhausted
448.92	10048768792	Deceased
458.11	10048843875	Gone away no trace
458.76	10048535140	Gone away poss. In Bristol
462.02	10048869729	Gone away no trace
469.03	10048857186	Gone away no trace
479.95	10048886997	Gone away no trace
490.39	10048709032	Gone away no trace
494.19	10048715421	Debt Relief Order
503.62	10048664212	Debt Relief Order
506.40	10048866446	Gone away no trace
519.81	1004883882X	Gone away no trace
541.42	10048897855	Gone away no trace
541.98	10048875152	Gone away no trace
542.25	10048912157	Gone away no trace
546.77	10048712443	Gone away no trace
561.31	10048902454	No address to serve notice
561.44	10048869021	Gone away no trace
567.34	10048832166	Gone away no trace
593.93	10048131928	Bankrupt
602.41	1001908785X	Debt Relief Order
608.16	10048806273	Gone away no trace
618.96	10048786722	Gone away no trace
634.63	10048614732	Attachment of earnings emp subject to liquidation
650.39	10048772563	Gone away no trace
661.94	10048804263	Gone away no trace
676.17	10048891093	Gone away no trace
697.96	10048762234	Gone away - retnd to Hungary
703.77	10048841266	Gone away, Poland
710.49	10048862515	Gone away no trace
729.58	10048826026	Gone away no trace
742.00	10048819553	Company struck off, directors suspended
783.42	10048570527	Gone away no trace
788.14	10048859211	Gone away no trace
803.45	10048762225	Gone away no trace retnd to Hungary
817.39	10048863477	Gone away no trace
822.76	10048868518	Gone away no trace
832.72	10048674819	Gone away no trace
844.63	10048863092	Gone away returned to Poland
846.70	10048866535	Gone away no trace

## COUNCIL TAX WRITE-OFFS 2013-14

Amount £. p	Ref	Reason
852.03	10048781449	Gone away no trace
884.60	1004890396X	Gone away no trace
894.41	10048477146	Gone away poss in Cornwall
934.45	10048800468	Gone away no trace
1,007.50	1004885398X	Bankrupt
1,027.49	10048264359	Deceased - No estate
1,028.65	10048847966	Co Struck off
1,040.98	10048599834	Gone away no trace
1,078.56	10048744867	Debt Relief Order
1,102.87	10048819947	Gone away no trace
1,138.49	1004861582X	Gone away no trace
1,178.98	10048695837	Gone away no trace
1,242.75	10048827138	Gone away poss. In
1,253.22	10005348154	Co in liquidation
1,255.21	10048397745	Co in liquidation
1,391.61	10048842566	Gone away no trace
1,443.59	10048297070	Gone away no trace
1,490.20	10048749775	Gone away no trace
1,572.88	10048778468	IVA
1,664.95	10048216193	Debt Relief Order
1,710.01	1004845113X	Bankrupt
1,742.13	10048748063	Gone away no trace
2,003.66	10048895371	Gone away no trace
2,129.26	10048196197	Deceased
2,171.48	10048732742	Gone away Australia
2,312.68	10048747596	Gone away - Gozo
2,330.18	10048652887	Gone away no trace
2,344.38	10048350532	Gone away no trace
2,361.18	10048371784	Bankrupt
3,066.47	1004879743X	Gone away poss returned to Eastern Europe
3,228.71	10048409253	Gone away - Spain
4,435.07	10048611022	Charging order
219.88	<b>15 cases under £25 amounting to</b>	
<b>97,876.73</b>	<b>TOTAL COUNCIL TAX WRITE-OFFS 2013-14</b>	

## OVERPAID HOUSING BENEFIT WRITE-OFFS 2013-14

Amount £. p	Invoice No	Reason
27.54	4563	No Trace
28.00	4523	Out of area
34.32	5169	In a care home
34.56	4086	Bankrupt
35.24	4557	NFA
46.58	4466	Deceased
61.92	4556	NFA
65.00	4064	Returned from external collectors
72.33	4441	No Trace
75.00	3696	Returned from external collectors
84.84	4301	No Trace
86.07	5157	Multi-debtor - Absconded
96.92	4415	Deceased
100.00	3965	Returned from external Collectors
103.22	4409	Returned from external collectors
104.00	4645	Returned from external collectors
104.00	4498	No Trace
115.46	4209	Returned from external collectors
115.46	4389	No Trace
115.46	4477	No Trace
120.10	4828	No Trace - NFA
134.05	4087	Bankrupt
143.07	4289	Returned from External Collectors
150.00	4603	Returned from external Collectors
165.41	3704	Bankrupt
166.05	5121	Multi-debtor can only pay £1 per mth. Ctax first
179.99	4319	In a nursing home
180.84	4929	No Trace
186.81	3126	Returned from External Collectors
196.16	4692	No trace - NFA
199.63	4437	No Trace
212.48	4037	Returned from External Collectors
229.00	4379	No chance of recovery - out of Country
249.03	4229	Returned from external collectors
265.70	5011	NFA
322.80	4676	Returned from external collectors
323.28	4296	No Trace
339.24	4988	No Trace
346.14	4795	Returned from external Collectors
347.80	3829	Returned from external collectors
398.84	4167	Returned from external collectors
403.85	4247	No Trace - NFA
430.68	4302	Returned from external Collectors
439.50	4317	Returned from external collectors
473.36	5172	In a care home

## OVERPAID HOUSING BENEFIT WRITE-OFFS 2013-14

Amount £. p	Invoice No	Reason
480.00	4383	Returned from external collectors
490.14	4972	No Trace
517.13	3752	Returned from External Collectors
525.17	4061	Returned from external Collectors
526.36	3706	Returned from External Collectors
554.00	3866	Returned from external collectors
555.40	2582	Returned from External Collectors
557.99	4733	Returned from external Collectors
581.07	4112	Returned from external collectors
585.91	3312	Returned from External Collectors
599.06	4044	Returned from external collectors
617.78	2492	Returned from external collectors
637.75	4413	No Trace
666.50	1847	Returned from external Collectors
667.09	4839	No Trace - NFA
718.62	4225	Returned from external collectors
740.91	5167	No forwarding address
797.81	4635	Returned from external Collectors
807.70	4279	Returned from external collectors
986.58	4551	No Trace
1040.95	4469	No Trace
1055.27	3923	Returned from External Collectors
1,061.29	4336	Returned from external collectors
1,078.88	4447	Returned from external Collectors
1,143.01	5087	No estate - see Anite
1,203.79	4335	Gone to Ireland - No Trace
1,228.89	4616	No Trace
1,250.20	4701	Returned from external collectors
1,321.91	4787	Debt Relief order in place
1,383.02	4811	No Trace
2,057.65	4583	Subject to an IVA
2,115.60	4849	No Trace - Gone to USA - NFA
2,242.29	4275	No Trace - NFA
2,499.21	3068	Returned from external collectors
2,765.47	4474	No Trace
4,005.88	4734	No Trace - NFA
4,245.75	147	Returned from external collectors
6,575.98	3513	Returned from External Collectors
12,545.11	4608	Returned from external collectors
87.99	<b>8 Cases Under £25 written-off</b>	

**71,630.84****OVERPAID HOUSING BENEFIT INVOICE WRITE-OFFS 2013-14**