

APPENDIX 1

REQUEST FOR WRITE-OFF PRO-FORMA

This pro-forma is to be used for multiple write-offs of £5,000 up to £50,000 that are being passed for cabinet member individual decision making and approval in accordance with the council's constitution and financial standing orders. A separate sheet should be used for each service area. If only one item is being proposed for write off, this appendix is unnecessary, full details should be given in the key issues area. The closed appendix contains the reference number for identification of each debtor.

Account End date	Reason	Outstanding Debt
30/07/14	No trace	6,188.22
31/03/13	Uneconomical	5,553.00
07/09/14	No trace	6,487.61
16/11/14	No trace	8,197.93
23/08/15	No trace	6,560.45
01/03/15	No trace	7,658.93
11/09/16	No trace	7,343.38
17/07/16	No trace	8,959.78
22/11/15	No trace	15,576.44
31/03/14	Bankrupt	6,278.33
27/01/14	No trace	12,428.56
30/04/16	No trace	10,647.62
02/12/12	Uneconomical	6,230.14
28/07/13	Uneconomical	9,399.24
18/09/16	No trace	8,568.18
05/05/12	No trace	10,276.10
31/03/14	Prison	10,979.24
25/11/11	No trace	8,102.89
14/08/16	No trace	14,176.04
31/03/17	No trace	5,897.34
14/06/15	No trace	9,882.21
24/04/16	No trace	7,869.12
21/04/16	No trace	10,983.22
30/08/15	No trace	5,984.11
31/03/11	No trace	6,368.04
06/02/16	No trace	8,309.62
31/03/15	No trace	10,034.15
19/06/16	No trace	6,682.92
28/05/17	No trace	13,694.34
16/03/11	Uneconomical	7,355.95
27/08/14	No trace	6,390.02
31/03/11	Uneconomical	4,981.37
29/09/13	No trace	6,518.13
27/02/14	No trace	5,823.31
14/06/09	No trace	6,068.23
14/04/16	No trace	10,051.30

16/08/13	No trace	9,582.29
23/09/12	No trace	5,044.11
29/05/11	Bankrupt	5,578.67
03/05/15	No trace	10,281.34
26/09/13	No trace	7,841.16
05/08/12	Bankrupt	5,167.90
14/12/10	No trace	5,474.98
20/04/14	No trace	5,327.00
18/11/12	Uneconomical	6,402.45
11/07/13	No trace	4,462.57
22/05/16	No trace	4,567.28
07/09/10	No trace	5,429.67
21/03/13	No trace	5,601.73
01/11/11	No trace	5,104.18
31/05/14	No trace	7,244.94
14/10/15	No trace	5,127.35
18/06/15	No trace	6,299.54
06/01/13	No trace	5,847.96
14/11/16	No trace	5,158.07
01/03/13	Bankrupt	6,119.36
14/03/13	No trace	5,055.62
01/01/08	No trace	6,353.86
31/12/07	No trace	7,052.02
27/06/13	No trace	5,029.31
14/09/16	No trace	10,728.31
28/07/15	No trace	6,251.54
14/11/13	No trace	5,935.31
04/01/17	decd	8,707.78
05/10/14	No trace	5,355.04
17/02/12	No trace	6,883.07
16/08/15	No trace	7,989.46
28/02/15	No trace	5,822.96
18/07/11	No trace	7,272.54
06/06/11	No trace	5,410.35
01/03/11	No trace	5,936.60
25/09/14	No trace	6,859.78
07/03/15	No trace	4,797.50
05/07/15	No trace	5,151.30
31/03/14	No trace	6,045.42
31/03/16	No trace	7,880.05
18/07/16	No trace	7,864.40
31/03/16	No trace	7,117.55
28/07/16	No trace	5,212.24
11/07/15	No trace	6,087.71
25/06/15	No trace	4,883.86
06/07/16	No trace	4,589.21
24/04/12	Dissolved Company	7,281.67
02/04/15	No trace	8,539.58

31/01/17	No trace	4,794.33
09/11/14	No trace	7,156.69
26/04/07	No trace	6,924.20
13/02/17	No trace	5,250.32
11/06/14	No trace	5,625.55
31/08/14	No trace	5,864.46
14/06/15	No trace	5,993.61
07/06/15	No trace	6,085.20
20/12/16	No trace	5,904.86
18/12/13	No trace	7,466.41
18/07/16	No trace	6,059.28