

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.*

Service:

Reference Number	Amount £ . p	Service supplied	Reason for write-off	Age of Debt (years)	Brief Summary of Debt Collection actions taken to date.
2000001874	£28,343.72	14/06/14-17/02/15 NON-RESIDENTIAL CARE	Debt is time barred	7 years	Reminders, final and letter before action sent debt passed to collection agent returned unsuccessful. Time barred too late to take legal action
2000021248	£9,344.76	Residential Nursing Care	Debt is time barred	Over 10 years	Reminders, final and letter before action sent debt passed to collection agent returned unsuccessful time barred too late to take legal action
2000024842	£7,239.31	Overpayment 15.01.2008- 08.06.2008	Debt is time barred	7 years	Time barred too late to take legal action
2000024971	£7,729.45	229233 overpayment	Debt is time barred	Over 10 years	Time barred too late to take legal action
2000025848	£5,218.76	Meal Charges	Debt is time barred	Over 10 years	Time barred too late to take legal action
2000026322	£10,793.76	Part clear	Debt is time barred	Over 10 years	Time barred too late to take legal action

Reference Number	Amount £ . p	Service supplied	Reason for write-off	Age of Debt (years)	Brief Summary of Debt Collection actions taken to date.
2000026615	£9,372.78	Over payment	Debt is time barred	Over 10 years	Time barred too late to take legal action
2000031385	£5,382.62	Overpayment 08.04.2013- 02.12.2013	Debt is time barred	Over 8 years	Collection Agent returned unsuccessful
2000028837	£5,145.27	Overpayment for period 26.07.2011 to 29.10.2011	Debt is time barred	Over 10 years	Time barred too late to take legal action
2000028537	£6,360.00	To recover payment made in error	Debt is time barred	Over 10 years old	Time barred too late to take legal action
2000028264	£9,688.24	112314 overpayment	Debt is time barred	Over 10 years old	Time barred too late to take legal action
2000031599	£18,086.86	Overpayment 05.11.2013- 24.08.2014	Debt is time barred	Over 6 years	Arrangement in place and received part payment, arrangement failure not chased
2000026749	£5,325.44	Private Pension 04/06 - 06/10	Debt is time barred	Over 6 years	Court judgement in place but no monies received no chase was done
2000020727	£15,412.50	ILF Funding 77wks@£455.00pw	Debt is time barred	Over 6 years	Time barred too late to take legal action
SF0000104 2	£7,501.64	Non Residential care	Debt is time barred	Over 6 years	Time barred too late to take legal action
SF0002511	£9,522.25	Non Residential Care	Debtor deceased; no likely settlement; no estate	Various	Deceased no monies in the estate to pay evidence received
SF0000350 3	£6,195.33	Non Residential Care	Debtor deceased; no likely	various	Deceased no monies in the estate to pay

Reference Number	Amount £ . p	Service supplied	Reason for write-off	Age of Debt (years)	Brief Summary of Debt Collection actions taken to date.
			settlement; no estate		
SF0000430 4	£4,158.00	Non Residential Care	Debt is time barred	Over 6 years	This invoice is time barred other invoices to be actively chased by J&P
SF0000519 3	£6,436.50	Non Residential Care	Debt is time barred	Over 6 years	Debt over 6 years out of time to refer to legal Client's DD had come to an end and no contact was made by Council to renew it. Client's debt accrued.
SF0028756 2	£19,065.75	Non Residential Care	Debt is uneconomic to collect	Various	
SF0032903 9	£17,660.71	Non Residential Care	Debt cannot be substantiated	Over 6 years	The case was passed to legal and they recommended that legal action would be hard because of lack of evidence
SF0004948 8	£14,706.60	Non Residential Care	Debt is time barred	Over 6 years	Debt is over 6 years already. Client passed away in 2018
SF0000880 5	£5,048.47	Residential	There has been a negotiated settlement	Various	Negotiated settlement
SF0037611 2	£11,882.06	Non Residential Care	Debtor deceased; no likely settlement; no estate	Various	Council didn't put a claim in and the estate has now been distributed.
Total	£245,620.78				

Reason for Write Off	No. of Accounts	Accumulated Balance
Debt is time barred	18	£176,246.21
Debt is uneconomic to collect	1	£19,065.75
Debtor deceased; no likely settlement	3	£27,599.64
Debt cannot be substantiated	1	£17,660.71
Negotiated Settlement	1	£5,048.47