

## 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	Service supplied	Reason for write-off	Age of Debt (years)	Brief Summary of Debt Collection actions taken to date.
SF00048784	£8,305.98	Non Res Contributions	Time barred	6 years plus	Invoices issued intervention taken place unable to contact Service User or representative. As the arrears are over 6 years old recovery through the court is no longer an option and all recovery remedies have been exhausted.
SF00133561	£7,823.28	Non Res contributions	Time barred	6 years and over	The debt is now statute barred and recovery has not been possible. As the arrears are over 6 years old recovery through the court is no longer an option and all recovery remedies have been exhausted.
SF00301971	£8,342.02	Non Res contributions	Deceased no monies in the estate	3 years	No monies in the estate to pay our debt
SF00265843	£18,140.22	Non Res Contribution	Insolvency (Debt relief Order)	5 years	Service User has entered into a debt relief order
<b>Reason for Write Off</b>			<b>No. of Accounts</b>	<b>Accumulated Balance</b>	
Debt is time barred			2	£16,129.26	
Debt is uneconomic to collect			0	0	

Debtor deceased; no likely settlement	1	£8,342.02
Insolvency	1	£18,140.22
Debt cannot be substantiated	0	£0.00
Negotiated Settlement	0	£0.00
<b>Total</b>	<b>8</b>	<b>£42,611.50</b>