

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

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Reference Number	Amount £ . p	Service supplied	Reason for write-off	Age of Debt (years)	Brief Summary of Debt Collection actions taken to date.
SF00125576	£9,461.12	Non Residential Care Services	Debtor is deceased and there is no likely settlement from the estate or next of kin	5 years	Recovery action carried out – no money left in estate, bank statement and DWP documents presented as supporting evidence.
SF00129419	£22,413.46	Non Residential Care Services	Debtor is deceased no likely settlement from the estate	8 years	Account referred to Judge & Priestley Solicitors – No money left in estate
SF00245899	£14,036.83	Non Residential Care Services	Debtor is deceased and there is no likely settlement from the estate or next of kin	5 years	Recovery actions carried out, account investigated, found no monies left in estate.
SF00244624	£19,012.61	Non Residential Care Services	Debtor is deceased and there is no likely settlement from the estate or next of kin	7 years	Recovery actions carried out – no information on financial rep on the system nor any next of kins on the account.
SF00000001	£6,489.19	Non Residential Care Services	Debt is time barred	10 years	Admin Charges for Funeral, Deputyship, COP fee for various clients

Reason for Write Off	No. of Accounts	Accumulated Balance
Debt is time barred	1	£6,489.19
Debtor deceased; no likely settlement	4	£64,924.02
Insolvency	0	£0.00
Debt cannot be substantiated	0	£0.00
Negotiated Settlement	0	£0.00