

## 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 for Write Off	Outstanding Debt
10/08/2014	Gone away	£13,562.12
05/01/2014	Gone away	£8,823.68
08/03/2015	IVA	£10,760.73
31/03/2013	DRO	£6,546.69
30/03/2014	Gone away	£10,809.15
31/03/2015	Gone away	£4,926.67
28/07/2013	Gone away	£7,072.94
04/08/2013	Gone away	£9,951.79
13/04/2013	Gone away	£11,161.70
19/08/2012	Gone away	£5,308.24
15/09/2013	Gone away	£10,712.02
31/03/2013	Gone away	£8,148.53
02/11/2014	Gone away	£7,848.00
14/07/2013	Bankrupt	£10,450.97
01/09/2013	Gone away	£7,019.59
26/06/2013	Gone away	£7,404.35
20/04/2014	DRO	£7,528.18
31/03/2015	Deceased	£5,857.73
12/07/2009	Gone away	£7,869.05
25/11/2012	Gone away	£6,192.53
31/03/2015	Gone away	£6,658.27
11/05/2014	Deceased	£8,840.10
29/01/2012	IVA	£6,877.41
10/11/2013	Gone away	£11,523.25

02/02/2014	Gone away	£5,288.00
31/03/2015	Deceased	£10,236.40
03/09/2007	Bankrupt	£6,150.10
31/03/2015	Gone away	£6,366.66
19/05/2013	Gone away	£8,977.61
10/03/2008	Gone away	£8,044.93
03/09/2007	Gone away	£7,206.43
31/03/2015	Gone away	£8,346.13
31/03/2013	Gone away	£6,272.47
31/03/2015	Gone away	£9,807.51
10/01/2015	Gone away	£5,603.66
16/11/2013	Gone away	£5,636.20
24/11/2013	Gone away	£5,287.29
06/04/2014	Gone away	£5,075.01
22/09/2013	Gone away	£8,044.79
19/01/2014	Gone away	£7,906.81
07/06/2015	Gone away	£5,019.33
26/11/2013	Gone away	£6,118.94
31/03/2013	Gone away	£10,195.40
19/12/2013	Gone away	£5,625.28
24/10/2013	Gone away	£6,286.12
09/10/2013	Gone away	£5,004.29
16/09/2013	Gone away	£8,210.56
28/07/2013	Gone away	£7,530.76
22/08/2011	Gone away	£5,436.34
01/11/2012	Gone away	£7,333.01
15/02/2015	Gone away	£7,150.39
31/03/2010	Bankrupt	£5,970.36

£395,984.47