

Report to:
Executive Board 5th December 2005

SUBMISSIONS FOR WRITE OFF

<p><i>Report of: Business Manager – Revenues and Benefits</i></p> <p><i>Report Author: Anne Harvey-Lynch – Incomes manager – ext 2638</i></p> <p><i>Lead Member Responsible: Dan Paskins</i></p> <p><i>Overview and Scrutiny Committee Responsibility: Finance and Performance Management</i></p> <p><i>Key Decision: No</i></p>	<p>WARDS AFFECTED</p> <p>All</p>
<p>SUMMARY AND RECOMMENDATIONS</p> <p>This report recommends write-offs for debts in excess of £10,000 for Business debt and £5,000 for non-Business debts.</p> <p>The cases submitted for write off are presented in accordance with the debt write off policy agreed by executive board on 5th April 2004.</p>	

	£553.84	
Debtor Absconded	Account no. 709454313 Period – 22/08/97 to 14/07/00 <i>Total indebtedness to Oxford City Council = £10,947.07. Other accounts listed in this report are: Periodic Rent account - 36003174 = £7,292.09 Overpaid Housing Benefit 2600473 = £553.84</i>	Amount: <u>£3,101.14</u>
Debtor Absconded	Account no. 707397115 Period – 15/08/94 to 20/05/04	Amount: <u>£13,089.87</u>
Debtor Absconded	Account no. 704723425. Period 01.04.91 to 01.04.01 <i>Total indebtedness to Oxford City Council = £17,133.07. Other account listed in this report is Council Tax acc no. 600630244 = £1,053.32</i>	Amount: <u>£16,079.75</u>
	Total	<u>£116,124.50</u>

2. Periodic Rent - Accounts Submitted for Write-Off

Insolvency – Liquidation	Customer no. 36003527. Account no. 51053605 Period - 24/06/04 to 12/08/04	Amount <u>£3,743.68</u>
Insolvency - Company	Customer no. 36006928. Account	Amount

	<p>Oxford City Council = £10,947.07. Other accounts listed in this report are: Business Rate account no. 709454313 = £3,101.14 Overpaid Housing Benefit 2600473 = £553.84</p>	
	Total	<u>£177,221.82</u>

3. Council Tax –Accounts Submitted for Write-Off

<p>Insolvency - Company Dissolved</p>	<p>Account no. 603495432. Period 12/07/01 to 14/02/03 Total indebtedness to Oxford City Council = £151,622.42. Other accounts listed in this report are Periodic Rent account no's 36006928 = £103,819.58 and 36007084 = £45,436.47</p>	<p>Amount</p> <p><u>£2,366.37</u></p>
<p>Debtor Absconded</p>	<p>Account no. 600630244 Period - 01/04/93 to 17/08/99</p>	<p>Amount</p> <p><u>£1,053.32</u></p>
<p>Debtor Absconded</p>	<p>Account no. 60328531X. Period 13.07.02 to 05.06.03. Total indebtedness to Oxford City Council = £13,355.20. Other accounts listed in this report are Business Rate accounts no.'s 711831377 = £12,131.35 and 71183126X = £445.55</p>	<p>Amount</p> <p><u>£778.30</u></p>
	Total	<u>£4,197.99</u>

4. Sundry - Accounts Submitted for Write-Off

Insolvency – Liquidation	Customer no. 36010314. Account no. 51056335 Period - 01/07/04 to 31/07/04	Amount <u>£13,467.92</u>
	Total	<u>£13,467.92</u>

5.Overpaid Housing Benefit –Accounts Submitted for Write-Off

Insolvency - Liquidation	Account no. 26272692. Period 01/04/96 to 04/02/02	Amount <u>£6,151.84</u>
	Account no. 26272702. Period 04.02.02 to 17.05.04	<u>£1,657.99</u>
Debtor Absconded	Account no. 26004734. Period 15/01/01 to 11/02/01 <i>Total indebtedness to Oxford City Council = £10,947.07. Other accounts listed in this report are: Business Rate account – 709454313 = £3,101.14 Periodic Rent account 36003174 = £7,292.09</i>	Amount <u>£553.84</u>
	Total	<u>£8,363.67</u>

6. Resurrection of Debts

6.1 If new information, or other payments are received, the debts previously written-off will be resurrected and credits will be applied. An additional column has been added into the Provision for Bad Debt table in 6.1 of this report to show the amount of payments that have been received in this financial year in respect of debts that have been previously written off.

6. Provision for Bad Debts

6.1 The information below gives details, by category, the provisions for bad debt within the General Fund at the beginning of the financial year, write-offs approved to date in 2005/2006 and what provisions will remain if the write-offs listed above are approved:

General Fund

Debt Type	Provision at 1/4/05	Written-off to date	Credits written back to date	Remaining Provision	Amount Requested	Projected Balance
	£	£	£	£	£	£
Overpaid Housing Benefit	£2,748,709	£31,997.68	£0.00	£2,716,711.32	£8,363.67	£2,708,347.65
Sundry and Periodic	£545,000	£76,809.16	£91.48	£468,282.32	£190,689.74	£277,592.58
Business Rates	£875,278	£264.28	£34,178.68	£909,192.40	£116,124.50	£793,067.90
Council Tax	£2,985,567	£35,187.11	£0.00	£2,950,379.89	£4,197.99	£2,946,181.90

7. Recommendation for Write-Off

The board is asked to approve the writing-off of the amounts shown of £319,375.90.

If new information, or other payments are received, the debts previously written-off will be resurrected and credits will be applied.

This report has been seen and approved by:

Imogen Wooder, Legal and Democratic Services
Mark Luntley, Strategic Director
Councillor Alex Hollingsworth, portfolio holder