



Title: Collection and Write-Off of Miscellaneous Debtors

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1. Introduction

- 1 As part of the income collection process the Councils Finance Section is responsible for the production and collection of general invoices for sundry/miscellaneous debts across all services of the Council. This report updates Members on the current collection position and requests permission to write-off larger items as required by the Council's Financial Regulations.

2. Recommendations

That Members note the contents of the report.

3. Information

- 3.1. The Councils Finance Section is responsible for the raising and collection of around 1,500 invoice per annum, with an annual value of approximately £1.5 million relating to income for all services of the Council.

The Council uses three principal methods for collecting these debts.

- i) Direct contact with the debtor by letter or telephone
- ii) Referring the debt to a collection agent
- iii) Legal action through the courts

During the first six months of the 2016/17 financial year the Council has raised 753 invoices totalling £680,000.

- 3.2. The Current position relating to collection of outstanding invoices is summarised below

	Days Overdue				
	0 – 90	90 – 182	182 – 365	365 - 730	Over 730
30 June 16	37,234	24,968	18,580	76,122	129,997
30 September 16	66,990	17,958	29,256	39,151	124,420

Over the second quarter of 2016/17 debt has been reduced by around £9,000 with debt of 90 days or more being reduced by £39,000. Where payment is not made immediately it has been achieved by setting up arrangements with debtors either directly by Finance or by the Councils collection agent. Debts deemed to be uncollectable either due to its age, over six years old, or circumstances, such as the debtor being untraceable, have been written off by the Chief Financial Officer in accordance with the Council's Financial Regulations.

In the second quarter the Council has:

- Set up 33 new arrangements to pay directly with the debtor

- Referred 24 cases to the Council's collection agent
- Written-off debtors totalling £19,706 under the financial regulations.

Service departments will be updated on their debt portfolio on a regular basis by the Finance department as part of an ongoing review, with a further update brought to this committee in January 2017.

3.3. Requested Debt Write-Off

There are no write-offs in the second quarter which require committee approval.

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Implications	
Financial (CR)	Good debt management is essential if the Council is to maximise it's revenue streams.
Legal (AC)	No significant implications.
Risk (CR)	CR1 - Decreasing financial resources. CR9 - Economy.
Equalities (CR)	No significant implications.
	Equality Assessment
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable