



Title: Collection and Write-Off of Miscellaneous Debtors

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1. Introduction

As part of the income collection process, the Council's 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 Council's Finance Section is responsible for the raising and collection of around 1,500 invoices 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 nine months of the 2016/17 financial year, the Council has raised 1,116 invoices totalling £830,000.

- 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 September 16	66,990	17,958	29,256	39,151	124,065
31 December 16	76,416	11,262	28,698	42,091	124,412

Over the second quarter of 2016/17, debt has risen by around £6,000. However, this is principally due to new invoices raised this quarter, with debt of 90 days or more being reduced by £4,000.

The setting up of new arrangements and the use of debt collection agents where appropriate continue to be used by the Council as a means to recover debt.

In the third quarter, the Council has:

- Set up 33 new arrangements to pay directly with the debtor.
- Referred 16 cases to the Council's collection agent.

- Written-off debtors totalling £147 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 March 2017.

4. Requested Debt Write-Off

There are no write-offs in the third quarter which require Committee approval.

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Implications	
Financial (AC)	Good debt management is essential if the Council is to maximise its 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