



**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 £1.25 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; and
- iii. Legal action through the courts.

At the 28 February the Council has raised 1,257 invoices totalling £965,000 during 2016/17.

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
<b>31 Dec 16</b>	76,416	11,262	28,698	42,091	124,412
<b>28 Feb 17</b>	63,693	6,074	16,620	33,326	132,939

Over the first two months of 2017 miscellaneous debt has continued to fall through careful management. Of the total debt of £253,000 approximately £100,000 (83 accounts) is actively managed through instalments.

In the fourth quarter to date the Council has:

- referred 16 cases to the Council's collection agent; and
- not written-off any debt.

Service departments are updated on their debt portfolio on a regular basis by the Finance department as part of the collection process, with a further update brought to

this Committee in July 2017.

### 3.3. Requested Debt Write-Off

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

#### **Background Documents:-**

None.

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