

Strategy and Resources Committee
28 November 2017

Revenues Write-Offs over £20,000

Report of the:	Head of Revenues & Benefits
Contact:	Siobhan Gavigan
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/a
Annexes/Appendices (attached):	Annexe 1: Non-Domestic Rates Write-Off (exempted from publication)
Other available papers (not attached):	Confidential recovery files in Revenues and Benefits Division

Report Summary

This report seeks approval to write off a debt of over £20,000

RECOMMENDATION (S)

That the Committee agrees the write off of a debt totalling £21,254.67 for Business Rates

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

1.1 None for the purposes of this report

2 Background

2.1 In 2017/18 the Council raised debts of over £24 million from Non-Domestic (Business) Rates

2.2 The Council takes action to recover all debt, including assisting debt management where recovery is most effective over a period of time and the use of legal channels where other means have proved unsuccessful.

2.3 The Acting Director of Finance and Resources has delegated authority to authorise the write off all debts of up to £5,000 and can also write off debts between £5,000 and £20,000 in consultation with the Chairman of this Committee.

2.4 The Council's Financial Regulations require that individual debts over £20,000 require this committee's approval for write off.

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3 Proposals

- 3.1 There is one national non-domestic debt recommended for write off in **Annexe 1** totalling £21,254.67. The annexe provides the justification for the write off

4 Financial and Manpower Implications

- 4.1 The business rates write off will reduce the revenue collected on behalf of central government and Surrey County Council for 2017/18. This will also impact of the Council's revenue account.
- 4.2 **Chief Finance Officer's comments:** *Write off of income due to the fund will reduce the overall level of funding available to be redistributed and impact adversely on the Council's share of retained business rate income.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 There are no specific implications for the purposes of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 There are no specific implications for the purpose of this report.

7 Partnerships

- 7.1 There are no specific implications for the purpose of this report.

8 Risk Assessment

- 8.1 The Council follows procedures for recovery of debt and this, along with the scheme of delegated approval and relevant Financial Regulations helps the Council manage risks on income recovery

9 Conclusion and Recommendations

- 9.1 It is recommended that the committee agree to the write off of £21,254.67

Ward(s) Affected: (All Wards);