

## Members' Library Service Request Form

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Originator	Kenny Christie
Originator's Ref (if any)	
Document Title	Bad Debt & Credit Balance Write Offs Q3 & Q4 2024-2025

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Additional information:

Authorised By	Ellie Dunnet
Designation	Head of Finance
Date	06/05/25

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**REPORT TO:** Members' Library Service

**MEETING DATE:** May 2025

**BY:** Executive Director of Council Resources

**SUBJECT:** Bad Debt and Credit Balance Write Offs

## **1 PURPOSE**

- 1.1 To notify Members of individual debts, each under £50,000 in value which, for a variety of reasons, could not be collected and have been written off by the Council.

## **2 RECOMMENDATIONS**

- 2.1 That Members note the decision of the Executive Director of Council Resources to write off the unrecoverable debts summarised at Appendix 1.

## **3 BACKGROUND**

- 3.1 The Executive Director of Council Resources is responsible for the collection of all debt owed to the Council. A regular assessment of the outstanding debt is made and a list of debt that is not considered collectable is prepared. In making this assessment, account is taken of the Council's approved Bad Debt and Credit Balance Write Off Policy.
- 3.2 Write off of individual debts under £50,000 is approved under delegated powers by the Executive Director of Council Resources as the Section 95 Officer of the Council. Debts of over £50,000 require Cabinet approval prior to write off.

#### **4 POLICY IMPLICATIONS**

- 4.1 None, the actions taken in this report are in accordance with approved Council policy as set out in Section 3.1.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The report is not applicable to the wellbeing of equalities groups and an Impact Assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - any bad debts are written off against a bad & doubtful debt provision which is reflected within the annual accounts and is used to recognise the value of debts which are deemed to be irrecoverable. This is based on an estimate of income which is unlikely to be realised based on previous experience. The total value of the Short Term Debtors Provision which was reflected within the 2022/23 accounts was £15.102m and is reviewed on an annual basis. The figure within the unaudited draft accounts for 23/24 is £17.185m. Scottish Water write offs will be borne by the water authority.
- 6.2 Personnel - none
- 6.3 Other - none

#### **7 BACKGROUND PAPERS**

- 7.1 Bad Debt and Credit Balance Write Off Policy – Cabinet 13<sup>th</sup> March 2018.

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<b>DATE</b>	5 <sup>th</sup> May 2025

## Appendix 1

### Bad Debt

October 2024 – March 2025

	No. of write off accounts	No. of write on accounts	Amount to be written off	Amount to be written on
Council Tax including Scottish Water	140	0	£181,238.70	£0.00
Business Rates	10	1	£145,586.76	£959.02
Council House Rent - Current Tenants	28	0	£58,968.61	£0.00
Council House Rent - Former Tenants	90	99	£81,236.33	£4,934.80
Sundry Accounts (inc. VAT)	492	37	£288,286.36*	£10,178.92
Housing Benefit Overpayments	94	0	£57,674.39	£0.00
<b>Total</b>	<b>854</b>	<b>137</b>	<b>£812,991.15</b>	<b>£16,072.74</b>

\*The actual amount of Sundry Accounts written off was £276,496.04. The reason for the difference was charge adjustments between recommendation and actual write off.

Across all areas, £152,679.99 was written off due to sequestration, £145,376.36 was written off due to company liquidation and £170,940.13 was written off as the debtor was deceased with no estate funds to cover the debt.

Where a credit balance exists and no other debt is owed to the Council, attempts will be made to contact the customer in order that the credit may be refunded. If the customer cannot be traced, then a recommendation to write on will be made.