

HOUSING BENEFIT OVERPAYMENT AMOUNTS WRITTEN OFF

1.0 Details of Officers Exercising the Delegated Authority

Name	David Ripley	Leigh Clarke
Title	Revenues, Benefits & Customer Services Business Manager	Financial Services Manager Action (Chief Finance Officer/S151 Officer)

2.0 The Delegated Authority Being Exercised

Financial regulation 12.14 states:

Any debt due to the Council may only be written-off with the authorisation of the Executive except, insofar as an individual debt does not exceed £10,000, the initial authority may be given by the Chief Finance Officer who shall be required to publish periodically reports of the debts that have been written off in accordance with the delegated authority.

Debts over £10,000 are reported to the Executive at least annually in the Statement of Accounts and any other delegated reports as.

The Chief Finance officer is exercising this delegated authority and the Revenues, Benefits & Customer Services Business Manager is exercising an authority delegated to him by the CFO for debts up to £5,000.

3.0 The decision made including the date the decision was made

3.1 To write off Housing benefit debts during the month of December 2021

	Number of debts	Value of debts
Under £5,000	15	6,756.69
Over £5,000	0	0.00
Total	15	6,756.69

The reasons for the decision

3.2 The debts are considered uncollectable and have been written off for the following reasons

<u>Write off reason</u>	<u>Number of invoices</u>	<u>Total amount</u>
Uneconomical (19U)	3	328.28
Bankruptcy (20B)	6	3,166.33