



Seaford Town Council

Report 159/17

Agenda Item No: 16
Committee: Council
Date: 29th March 2018
Title: Write Off Report
By: Lucy Clark, Finance Manager
Purpose of Report: To request approval for write off bad debts as shown in the attached Write Off Schedule.

Recommendations

You are recommended:

1. To the approve the Write Off Schedule in Appendix A.

1. Information

- 1.1 A Bad Debt report was recently presented to the Finance and General Purposes Meeting where it was agreed that the Write Off Schedule should be reported to Full Council seeking approval to write off certain bad debts.
- 1.2 There is currently one bad debtor where despite numerous letters and phone calls, there has been no response and it has been rumoured that the account holder had moved location.
- 1.3 The next step would be to seek legal advice, but this may prove counterproductive given that this would cost more than the debt itself.
- 1.4 Therefore it is recommended that this debt be written off.
- 1.5 A new Bad Debt Policy has been written and is presented in report 158-17 of this agenda.

2. Financial Appraisal

- 2.1 If the Council were to approve the write off, then the loss to the Council would be the net figure of £238.33.

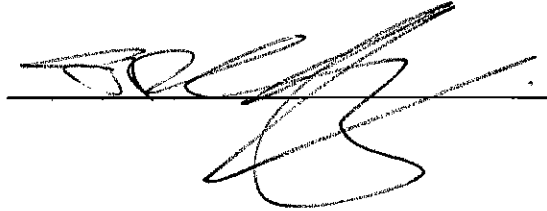
3. Contact Officer

3.1 The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager



Town Clerk



Write Off Schedule
 Reported to Full Council on 29th March 2018

| Invoice Nr | Invoice Date | Amount of Debt (Net) | Invoice Description | Reason for Write Off | Recovery History | Date of Write off | Authorisation of W/O |
|-------------|--------------------------|----------------------|--|--|---|-------------------|----------------------|
| 3504 & 3632 | 01/04/2016 01/09/2016 | £217.50 £20.83 | Golf Course Season Ticket Admin Fee | Bad debt since 2016 Despite letters and phone calls there has been no response from the customer. | 3 letters with the third informing that the membership had been suspended; numerous phone calls with no answer and no message facility; Golf Pro informed to speak with customer but customer never returned. | | |