

Report to	North Wales Fire and Rescue Authority
Date	18/06/18
Lead Officer	Ken Finch, Treasurer
Contact Officer	Ken Finch (01745 535286)
Subject	Annual Report of Bad Debts Written Off



PURPOSE OF REPORT

- 1 To inform members of the bad debts write offs between 1 April 2017 and 31 March 2018.

EXECUTIVE SUMMARY

- 2 To inform members that the amount of bad debts written off between 1 April 2017 and 31 March 2018 was £196.60.

RECOMMENDATION

- 3 That members note the contents of this report.

OBSERVATIONS FROM THE EXECUTIVE PANEL/AUDIT COMMITTEE

- 4 This report has not previously been considered by Members.

BACKGROUND

- 5 At the request of the Authority, the Treasurer submits an annual report listing all the debts under £5,000 which have been written off as irrecoverable, for information.

INFORMATION

- 6 Between 1 April 2017 and 31 March 2018, the Service wrote off four bad debts totalling £196.60.
- 7 Details of the debts that have been written off can be seen on the attached schedule.

IMPLICATIONS

Wellbeing Objectives	Efficient debt recovery management increases the likelihood that the Fire and Rescue Authority will achieve well-being objectives.
Budget	Minimal impact on budget; a debt will be written off as unrecoverable, only after the Fire and Rescue Authority has tried all avenues applicable for recovery.
Legal	The Fire and Rescue Authority (FRA) has a legal duty to recover all money that it is owed. The FRA has a responsibility to recover all such sums as efficiently as possible and to take early action against those who fail to pay.
Staffing	No specific implications identified.
Equalities/Human Rights/ Welsh Language	When determining overpayments, deciding upon and attempting to recover, officers will do this sensitively, respecting customer rights.
Risks	Managed recovery in place to reduce the risk of financial loss

Invoice No	Date Raised	Name	Original Amount	Amount Written Off	Reason	Date Written Off
280091699	19/11/16	Photographic Services	165.60	0.10	Trivial Amount	26/05/17
280091885	25/11/16	Previous Employee	70.42	70.42	Recovery Exhausted	25/10/17
280091397	21/10/16	Previous Employee	643.00	16.08	Recovery Exhausted	25/10/17
280095627	20/07/17	Previous Employee	110.00	110.00	Cancelled Medical Examination – employee left the Service prior to raising the invoice	16/02/18
TOTAL				196.60		