

Perth Common Good Fund Committee – 27 June 2012**AUTHORITY TO WRITE OFF BAD DEBTS****Report by Acting Head of Finance****ABSTRACT**

The purpose of this report is to seek approval to write off identified bad debts in respect of Commercial Rents.

1. RECOMMENDATION

- 1.1 It is recommended that Perth Common Good Fund agrees that all amounts detailed in Section 3 and Appendix 1 of this report are written off.

2. BACKGROUND

- 2.1 In order that the appropriate entries may be made in the accounts of Perth Common Good Fund 31 March 2012, it is necessary to consider the writing off of bad debts.

3. PROPOSALS**3.1 Commercial Rent**

- 3.1.1 Appendix 1 shows details of Commercial Rent it has not been possible to collect for the reasons shown. It is recommended that Perth Common Good Fund writes off £4,887.31 as at 31 March 2012.

4. CONSULTATION

- 4.1 The Chief Executive and all Executive Directors were consulted in the preparation of this report.

5. RESOURCE IMPLICATIONS

- 5.1 There are no resource implications arising from this report as the non collection of this rent has already been provided for in Previous Years Final Accounts. The proposed write off is equivalent to 1.80% of the amount of rent billed in 2011/12.

6. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

- 6.1 The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:-

- (i) A Safe, Secure and Welcoming Environment
- (ii) Healthy, Caring Communities

- (iii) A Prosperous, Sustainable and Inclusive Economy
- (iv) Educated, Responsible and Informed Citizens
- (v) Confident, Active and Inclusive Communities

6.2 The write off process is an integral part of the billing, collection and recovery processes of all accounts issued by the Council, which assists in managing the delivery of all the Corporate Plan Objectives. The process is also consistent with the Council's principles of accountability and transparency.

7. EQUALITIES ASSESSMENT

7.1 The Council's Corporate Equalities Assessment Framework requires an assessment of functions, policies, procedures or strategies in relation to race, gender and disability and other relevant equality categories. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new policies to ensure there is no adverse impact on any community group or employees.

7.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Assessment Framework and the determination was made that the items summarised in this report do not require further assessment as they do not have an impact on people's wellbeing.

8. STRATEGIC ENVIRONMENTAL ASSESSMENT

8.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies.

8.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Act and is therefore exempt.

9. CONCLUSION

9.1 In all of the above cases it has not been possible to recover monies due to Perth Common Good Fund. Although the amounts may be written off for accounting purposes, the files are not closed and every effort will be made to collect the outstanding debt wherever possible.

Stewart MacKenzie
Acting Head of Finance

Note: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

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Date: 13 June 2012

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Commercial Rents

VAT EXCLUSIVE

<u>YEAR</u>	<u>GONE AWAY</u> £	<u>NO FUNDS</u> £	<u>UNECONOMIC TO COLLECT</u> £	<u>DECEASED (NO FUNDS)</u> £	<u>SEQ/LIQ OR REC</u> £	<u>OTHER</u> £	<u>DEBT PRESCRIBED</u> £	<u>TOTAL VAT EX</u> £	<u>VAT VALUE FOR W/OFF</u> £	<u>TOTAL DEBT</u> £
2005/06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008/09	2,889.34	0.00	0.00	0.00	0.00	0.00	0.00	2,889.34	0.00	2,889.34
2009/10	1,875.00	0.00	122.97	0.00	0.00	0.00	0.00	1,997.97	0.00	1,997.97
2010/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011/12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	4,764.34	0.00	122.97	0.00	0.00	0.00	0.00	4,887.31	0.00	4,887.31

