APPENDIX 3

Example of the Annual Submission and Quarterly Report

Service Area	Reason for Write off	Amount Written off £'000	No of Accounts	Annual Income / Turnover £M	Provision Made 31/3/xx £'000	Arrears Balance as at 31/3/xx £'000	Write Off as % of Turnover %
Council Tax	Bankruptcy						
	Abscond						
	Small balance						
	Deceased						
	Bailiff unable to collect / no goods on which to levy						
	Indiv. Vol. Agreement / Debt Relief Order						
	Total						

Service Area	Reason for Write off	Amount Written off Q1 £'000	No of Accounts Q1	Amount Written off Q2 £'000	No of Accounts Q2	Amount Written off Q3 £'000	No of Accounts Q3	Amount Written off Q4 £'000	No of Accounts Q4
Council Tax	Bankruptcy								
	Abscond								
	Small balance								
	Deceased								
	Bailiff unable to collect / no goods on which to levy								
	Indiv. Vol. Agreement / Debt Relief Order								
	Total								