

Division(s): N/A

## **PENSION FUND COMMITTEE – 7 September 2012**

### **Write Off's**

**Report by Assistant Chief Executive and Chief Finance Officer**

#### **Introduction**

1. In November 2007 a change was made to the Scheme of Financial Delegations to allow write offs, under £7,500, chargeable to the pension fund to be approved by the Service Manager (Pensions, Insurance and Money Management) acting as Director and the Deputy Chief Finance Officer acting as s151 Officer. Under the Scheme of Financial Delegation, such write offs need to be reported to this Committee for information.
2. For debts between £7,500 and £10,000 chargeable to the pension fund approval would need to be sought from the Assistant Chief Executive and Chief Finance Officer. These write offs will also need to be reported to this Committee for information.
3. Debts in excess of £10,000 would require approval of Pension Fund Committee

#### **Current Cases**

4. The Service Manager (Pensions, Insurance and Money Management) / Deputy Chief Finance Officer have approved the write off of £242.87 chargeable to the pension fund in respect of four cases.
5. In three of these cases the member had died resulting in a small over payment of pension, which could not be recovered. The smallest amount was £0.98 and the highest amount was £2.05
6. The amount of £238.18, to be written off, again, relates to the death of a member where an over payment of pension could not be recovered. In this instance an invoice was issued but there were insufficient funds to pay the invoice. Finance has advised write off on basis that it is uneconomic to take any further action.

#### **RECOMMENDATION**

7. **The Pension Fund Committee is RECOMMENDED to note the report.**

Sue Scane  
Assistant Chief Executive and Chief Finance Officer

Background papers: Nil  
Contact Officer: Sally Fox (01865) 797111  
August 2012