

PENSION FUND COMMITTEE – 6 DECEMBER 2013

WRITE OFF's

Report by the Chief Finance Officer

Introduction

1. In December 2012 a change was made to the Scheme of Financial Delegations to allow write offs under £500, chargeable to the Pension Fund, to be approved by the Pension Services Manager. (Under the Scheme of Financial Delegation, such write offs need to be reported to this Committee for information).
2. For debts between £500 and £7,500 approval is required by the Service Manager (Pensions) and The Deputy Chief Financial Officer. 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 Pension Services Manager has approved the write off of £141.07 chargeable to the pension fund in respect of ten cases. In all cases the member has died.
5. One of these cases had been referred to Legal, who advised that further action to recover the amount of £110.11 would be uneconomic. In the remaining cases a small over payment of pension has been made but could not be recovered. The amounts ranged between £0.17 and £9.24.

RECOMMENDATION

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

Lorna Baxter
Chief Finance Officer

Background papers: None
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November 2013