

Division(s): N/A

PENSION FUND COMMITTEE – 5 JUNE 2015

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 Finance Officer. For debts between £7,500 and £10,000 chargeable to the Pension Fund, approval would need to be sought from the 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 £7.10 chargeable to the pension fund in respect of two cases, where the member has died.

Cumulative Data

5. In the period September 2014 to June 2015 a total of £294.61 has been written off, in respect of 15 cases where the member has died. The amounts written off ranged between £0.38 and £166.00 which was not recovered in line with legal advice.

RECOMMENDATION

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

Lorna Baxter
Chief Finance Officer

Background papers: Nil
Contact Officer: Sally Fox
May 2015