

## **PENSION FUND COMMITTEE – 19 MARCH 2010**

### **WRITE OFF'S**

#### **Report by Assistant Chief Executive & 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 Assistant Head of Finance (Shared Services) acting as Director and the Head of Finance (Corporate Finance) 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 Assistant Head (Shared Services) and the Head of Finance (Corporate Finance) have approved the write off of £132.93, chargeable to the pension fund in respect of three cases: -
  - Member died 25 August 2008 – Pension Services were notified in September 2008. Repayment was requested in October 2008 and since then a further three letters and an invoice have been issued – without result. Overpaid £46.18;
  - Member died 23 April 2005 – the bank returned the May 2005 pension payment and as a result future pension payments were suspended. Since that date various attempts to obtain a death certificate / trace relatives have been undertaken. Pension Services have now obtained a death certificate, but have not been able to contact relatives named. Overpaid £66.73;
  - Member died 16 June 2007 – the bank returned the July 2007 payment. In December 2007 the bank confirmed the next of kin details; since this date Pension Services has sent five letters requesting repayment, without success. Overpaid £20.02.

## RECOMMENDATION

5. **The Pension Fund Committee is RECOMMENDED to note this report.**

SUE SCANE  
Assistant Chief Executive & Chief Finance Officer

Background papers: Nil

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