

AUDIT COMMITTEE – 19TH MARCH 2015

Subject	Debt Write-off
<p>Prepared by:</p> <p>Sponsored by:</p> <p>Presented by:</p>	<p>Lee Williams, Head of Financial Accounting</p> <p>Ben Lloyd, Director of Finance & Investment</p> <p>Lee Williams, Head of Financial Accounting</p>
Purpose of paper	For Audit Committee approval.
Key points for Audit Committee members	<p>Debts in excess of £1,000 require write off approval from the Audit Committee.</p> <p>Debts below £1,000 are written-off by the Director of Finance and included on the attached summary for Audit Committee information.</p>
Options and decisions required	To note the debt written off by the Director of Finance and to approve the write off of debts in excess of £1,000.
Next steps / future actions:	n/a.
Consideration of legal issues (including Equality Impact Assessment)?	n/a
Consideration of Public and Patient Involvement and Communications Implications?	n/a

1.0 Introduction

1.1 This is the sixth write off paper of 2014/15 and provides an update on recent debt recovery activity.

2.0 Summary of debt written off

2.1 The debt written off to date is summarised in the following tables:

2013/14 Full Year £	Type	This Period £	2014/15 Year to Date £
650.66	Accommodation	325.67	1,621.60
4,488.37	Loans and Salary Sacrifice	124.08	2,957.34
0.58	NHS	0.00	0.00
40,724.51	Overseas Visitors	186,724.00	207,507.04
2,307.59	Prescription	0.00	1,137.65
807.16	Private Patients	2,248.06	7,504.33
23,656.82	Salary & Wages Overpayments	2,506.83	23,358.82
3,702.70	Other Debtors	47,808.32	84,214.10
76,338.39		239,736.96	328,300.88

2.2 Current period split summary by value range:

Range £	Number	Value £	Approval
<0	4	(105.42)	Director of Finance
0-100	39	3,035.71	Director of Finance
101-1,000	2	1,069.08	Director of Finance
>1,000	8	235,737.59	Audit Committee Approval Requested
Total	53	239,736.96	

3.0 Debt Proposed For Write Off in Excess of £1,000

3.1 There are eight invoices to write off that require Audit Committee approval.

Invoice No.	Amount £	Date	Description	Reason for Write Off
9255331	12,041.59	31/10/13	Secondment of staff	Company liquidated
9258367	17,981.25	24/12/13	Secondment of staff	Company liquidated
9261316	15,504.64	14/02/14	Secondment of staff	Company liquidated
9271273	1,953.08	12/08/14	Secondment of staff	Company liquidated
9251047	3,422.00	20/08/13	Overseas Patient	Recovery Effort Exhausted
8085181IT	1,428.03	18/01/05	Salary Overpayment	Recovery Effort Exhausted
9279437	181,453.00	30/12/14	Overseas Patient	Illegal Immigrant
9231590T	1,981.00	13/09/12	Private Patient	Recovery Effort Exhausted

3.2 The Committee was informed of the expected write off of debts from the liquidated company and overseas patient illegal immigrant.

4.0 Provision For Irrecoverable Debts

4.1 At 31st March 2014 the Trust had provided £325,070 for the write off of irrecoverable debt. As at 28th February 2015 £78,321 of that debt has been recovered and a further £12,126 cancelled following resolution of disputes and queries.

5.0 Conclusions

5.1 The Committee is asked to note the invoices written off in the current period and to approve those in excess of £1,000.