

Appendix 1 Write off requests

Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
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Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
Sales Ledger Customer Code: 54975	Mr LTS Imtech House	£3,755.52	2024	
Summary	Bed and breakfast at Imtech House, 1/5/24-6/9/24. No Housing Benefit paid. Applicant now deceased (6.9.24)			
Total Sundry Debt	£3,755.52			

Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
Sundry Debt customer No 033006	Mrs ED Attended high needs group for dementia clients Deceased 2021 Unsuccessful contacts with family undertaken	£3,099.00	2017 to 2019	Invoices are all for Fordbridge High Needs (the dementia group ran from the day centres)
Summary	£3,099.00 outstanding, made up from the following: INV247325 - £329 – Raised on 11.01.2017 INV258983 - £376 – Raised on 24.03.2017 INV268985 - £564 – Raised on 20.11.2017 INV271872 - £470 – Raised on 02.02.2018 INV289316 - £564 – Raised on 10.07.2018 INV293582 - £235 – Raised on 15.10.2018 INV294476 - £373 – Raised on 09.11.2018 INV296753 - £188 – Raised on 09.01.2019			
Total Sundry Debt	£3099.00			

