

APPENDIX 4

[the words recommended for deletion are shown struck through and the words recommended for addition or insertion are shown in italics and underlined]

PART G.2 of the Constitution – Finance Procedure Rules

Section 4 – Systems and Procedures

[this extract starts at page 19 of Part G.2 in the version of the Constitution updated in June 2005]

DEBT WRITE OFF

4.11 ~~**Housing** rents below £1,000 (one thousand) may be written off on~~
~~the authority of the Director of Housing who shall keep a record of~~
~~all sums written off. Housing rents above this sum may be written off~~
~~on the authority of the Executive Member for Housing upon the~~
~~advice of Director of Finance.~~

4.11 Arrears of housing rents administered by the ALMO below £1,000 (one thousand pounds) may be written off on the authority of the
Director of Finance upon the advice of the Chief Executive of the ALMO. The ALMO shall keep a record of all sums written off.

4.12 Arrears of housing rents administered by the ALMO of £1,000 (one thousand pounds) or above may be written off on the authority
of the Executive Member for Finance upon the advice of the
Director of Finance. The ALMO shall keep a record of all
sums
written off.

4.13 Arrears of housing rents or other payments for accommodation

administered the Council: (i) if below £1,000 (one thousand pounds)
may be written off on the authority of the Director of Finance, or
(ii) if £1,000 (one thousand pounds) or above may be written off on
the authority of the Executive Member for Finance upon the advice
of the Director of Finance. The Director of Finance shall keep a
record of all sums written off.

4.14 All other debts of £1,000 (one thousand) or less which remain unpaid can be written off on the authority of the Director of Finance. Debts above this sum may be written off on the authority of the Executive Member for ~~Resources~~ Finance upon the advice of the Director of Finance.