

APPENDIX 6

Irrecoverable Credit Notes over £3,000

2018-19

*Note individuals are anonymised

REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 13612 Works 4 U Training Transaction number(s):- 7505285	Credit Note (internal)	2013-14	£ -4,248.00	All avenues for recovery have been exhausted.
ID 61561 Medico Nursing and Homecare Transaction number(s):- 5210711 5210713	Credit Note (internal)	2015-16	£-24,266.42	Approval to clear the entry from Agresso records requested on the basis that a full reconciliation exercise has already been undertaken and no evidence to support this internal credit note exists.
Irrecoverable Credit Notes		SUB TOTAL -	£-28,514.42	

Discretion to write off Invoices in Dispute over £3,000

2018-19

*Note individuals are anonymised

REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 58777 Skyline Window Cleaning Limited Transaction number(s):- 5272815 5272816	Creditor invoice	2017-18	£30,343.68	Unable to establish that the works were ever completed therefore disputed and payment not to be made. Approval required to enter adjustment to clear this from payment but retain original invoice data to ensure no payment requested in the future.
Invoices in Dispute – Discretionary Write Off		SUB TOTAL -	£30,343,68	

Irrecoverable Credit Notes over £1,000

2018-19

*Note individuals are anonymised

REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 19507 Manchester Solutions Transaction Number(s):- 4999536	Internal Credit Note	2011-12	-£2,000	A debtor invoice was raised to the supplier to recover the credit balance, but remained unpaid and subsequently written off due to lack of evidence to support action.
Irrecoverable Credit Notes		SUB TOTAL -	-£2,000.00	

Discretion to write off Invoices in dispute over £1,000

2018-19

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REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 34306 Profile Security Services Limited Transaction Number(s):- 5190868	Creditor invoice	2014-15	£1,736.84	Unable to establish that the works were ever completed therefore disputed and payment not to be made. Approval required to enter adjustment to clear this from payment but retain original invoice data to ensure no payment requested in the future.
Invoices in Dispute – Discretionary write off		SUB TOTAL -	£1,736.84	

Irrecoverable Credit Notes less than £1,000

2018-19

*Note individuals are anonymised

REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 22949 House Beautiful Transaction Number(s):- 7506186	Credit Note	2015-16	-£24.99	Low value Credit Note - write off approval required as administration costs outweigh the balance to be recovered.
ID 46934 The Mechanics Centre Limited Transaction Number(s):- 5254832	Credit Note	2016-17	-£10.00	Low value Credit Note - write off approval required as administration costs outweigh the balance to be recovered
ID 50367 Private individual Transaction Number(s):- 455367/68/69/ 70/71	Credit Note	2017-18	-£66.00	Low value Credit Notes - write off approval required as administration costs outweigh the balance to be recovered
ID 42383 IGO Post Transaction Number(s):- 5239709	Credit Note	2016-17	-£18.96	Low value Credit Note - write off approval required as administration costs outweigh the balance to be recovered
ID 61219 Angel Springs Limited Transaction Number(s):- 7505281	Credit Note	2013-14	-£43.20	Low value Credit Note - write off approval required as administration costs outweigh the balance to be recovered
Irrecoverable Credit Notes		SUB TOTAL -	-£127.15	

Discretion to write off Invoices in dispute less than £1,000

2018-19

*Note individuals are anonymised

REF:	TYPE:	FINANCIAL YEAR(S)	BALANCE	REASON
ID 74762 The Pennine Acute Hospitals NHS Trust Transaction Number(s):- 5295041	Creditor invoice	2017-18	£520.00	Unable to establish that the works were ever completed therefore disputed and payment not to be made. Approval required to enter adjustment to clear this from payment but retain original invoice data to ensure no payment requested in the future.
Invoices in Dispute – Discretionary write off		SUB TOTAL -	£520.00	
SUMMARY OF IRRECOVERABLE CREDIT NOTES AND DISPUTED INVOICES				
OVER £3000				
Irrecoverable credit notes		Credit notes		-£28,514.42
Discretionary – invoice write off adjustment		Invoices in dispute		£30,343,68
Over £1000				
Irrecoverable internal credit notes		Credit notes		-£ 2,000.00
Discretionary - invoice write off adjustment		Invoices in dispute		£ 1,736.84
Less than £1000				
Irrecoverable internal credit notes		Credit notes		-£ 127.15
Discretionary – invoice write off adjustment		Invoices in dispute		£ 520.00
Total value – irrecoverable credit notes				-£30,641.57
Total value – Discretionary invoice write off adjustment				£32,600.52