

9.2.4 Sundry Debt Write Off

Date of Report:	17 th June 2025
Proponent:	Senior Finance Officer
File Ref:	3.2.2.2 Accounts – Receivable (Debtors)
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

Purpose of Report

To consider writing off the Sundry Debt of \$1,050 owed by Balance Utility Solutions Pty Ltd.

Background

The sundry debt owed by Balance Utility Solutions Pty Ltd has been identified as irrecoverable due to liquidation of the company.

Officer's Comment

The following invoice was raised on 21st March 2023:

Invoice	Debtor	Total	Comment
6693	Balance Utility Solutions Pty Ltd	1,050.00	Rance Accommodation for Baz Everest 13/03/2023 – 20/03/2023. PO 6379

The invoice was raised for short stay accommodation and was followed up by multiple correspondence via post, email and phone during 2023; to which we received no response or payment.

Consultation

The Shire was notified on 10th October 2023 that Balance Utility Solutions had gone into Administration (attachment of reports and circular provided). The Shire completed the relevant forms for the Administrators declaring the debt owed by Balance Utility Solutions Pty Ltd.

In December 2023 the Administrators (Pitcher Partners) sent further correspondence (attachments provided) stating that we would be likely to get some money back during the liquidation process. This was put on hold until further correspondence was received from them regarding the balance we were to receive.

In May 2025 the Administrators sent through a final Statutory Report by the Liquidator. This report identified that the Shire as an unsecured creditor will not receive a payout.

Statutory Environment

Local Government Act 1995, 6.12 Power to defer, grant discounts, waive or write off debts

Policy Implications

Policy 7.6 – Debt Recovery – Outstanding Rates and Sundry Debtors

Financial Implications

The total amount to be written off \$1,050.00 will have a minor impact on the 2024/2025 budget and financial position.

The cost to pursue any further actions to recover the debt would likely outweigh the amount owed.

Strategic Implications

There are no direct strategic implications.

Risk Implications

There are no significant risks in writing off this sundry debt.

Officer Recommendation

That the Sundry Debt of \$1,050.00 owed by Balance Utility Solutions Pty Ltd for Invoice 6693 be written off.