

MEMORANDUM

TO: Finance

FROM: Keisha

CC: File

DATE: 24 September 2015

Dear Finance

Advance repayments

GRO-A was awarded an advance of £1,695 repayable from his discretionary top-up payments over 17 months from December 2014.

The repayments should been £100 per month with the final repayment of £95 in April 2016 – as per my memo dated 19 November 2014.

I noted this month that the repayments were terminated early in April 2015 in error. There is a balance of £1,195 remaining to be repaid. I have written to the beneficiary and apologised for the error.

In October 2015, please can you reinstate deductions of £100 per month from his monthly payments. He is currently in receipt of £362 per month DTP.

The final repayment of £95 will be in September 2016.

Kind regards,

GRO-C

Keisha Hanchard
Support Services Officer



THE MACFARLANE TRUST

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24 September 2015

Mr **GRO-A**
GRO-A

Our Ref: KH/2409/1077-Adv

Dear Mr **GRO-A**

Advance repayable from the discretionary top-up payments

I write regarding the advance of £1,695 that you received with respect to the balance of your Motability deposit, which was paid to you in November 2014.

It has been brought to my attention that the advance repayments were terminated in error by Finance in April 2015. We have therefore only received £500 (£100 x 5 months) in repayments to date. The balance remaining to be repaid is £1,195.

I have therefore instructed Finance to reinstate the repayments of £100 per month starting in October 2015, so this will extend the repayment period to September 2016. As your discretionary top-up payments are currently £362 per month, they will reduce to £262 per month. The final repayment in September 2016 will be £95.

If for any reason your discretionary top-up payments should cease before the advance has been repaid, you will then need to contact the Trust so that a repayment plan can be agreed for the outstanding balance.

We apologise for any inconvenience that this has caused.

Yours sincerely

GRO-C

Keisha Hanchard

Support Services Officer

Tel: **GRO-C**

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