

Bartley C of E Junior School

Debt Recovery Policy

Statement of Intent

The Governing Body is committed to taking all reasonable measures to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

Aims

1. To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals.
2. To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it.
3. To ensure that the funds available to the School are used to the fullest advantage of all pupils.

It is the responsibility of the Business Manager to ensure the following procedures are in place for the prompt payment of all charges raised by the school:

- All income to the School is to be banked using the normal HCC bank paying in books and recorded on SAP through REM banking
- The County SAP income and billing module should be used to raise invoices for all Community lettings, charges etc
- The Business Manager will provide Headteacher and Governors with up to date outstanding debtors report as required

Procedures for recovery of outstanding debts are as follows:

- One week outstanding – polite 'overdue reminder' (direct contact e.g. in person/phone)
- Two weeks outstanding – first 'overdue reminder' letter
- Four weeks outstanding – second 'overdue reminder' letter
- Six weeks from first reminder letter – final 'overdue reminder' letter advising of debt recovery action

- Eight weeks outstanding – Debt Recovery Initiated via Hampshire County Council
- **Copies of all reminder letters to be retained on file**

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue reminder'.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Headteacher & Business Manager or other responsible officer.

Where the School incurs material additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

At the discretion of the Headteacher, the debtor may be advised that they will be required to pay in advance for all future supplies/services etc or they will no longer be available to them.

Any hirer of school facilities who has unrecoverable debts to the school will be banned from future hirings.

Monitoring and Evaluation

*This is a **non-statutory** policy*

Senior Leadership Team Member: Headteacher and Business Manager

Governing Committee: Resource Committee

Approving Committee: N/A

Document Control:

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