



# Debtors Policy

## Debtors Policy

The policy of the Board of Directors and Local Governing Bodies is to ensure that all viable steps are taken to recover money due to the school.

The Board of Directors and Local Governing Bodies aim to minimise the number of instances that credit is given and, to take prompt and appropriate recovery action in respect of unpaid debts.

### Procedure

Complete paperwork relevant to the goods or services being provided e.g. lettings application form, music tuition contracts\* (\*a reminder note is sent to parents followed by a friendly telephone call, a final telephone call is made by the Headteacher).

Wherever possible obtain payment in advance of the goods or services being provided. For economy reasons do not issue invoices for sums below £5.00

- If an invoice is to be sent, issue it as soon as possible.
- Monitor outstanding debts regularly using Aged Debtor reports.
- After 30 days issue first reminder.
- After a further 14 days issue final reminder.

After a further 7 days embargo further services to assist in recouping the debt and notify other Academies within the Trust to prevent the debtor defaulting on debts across the MAT.

### Authority to write off unpaid debts is as follows:

- Debts under £50 may be written at the discretion of the Headteacher.
- Debts ranging from £50 to £100 may be written off only with the approval of the Finance Committee.
- Debts above the level as detailed in the funding agreement must be submitted to DfE for approval to be written off.

Report on annual basis to the Finance and Audit Committee.

Date of approval:

Signature: Executive Principal (Kim Docking)

Signature: Chair of Finance and Audit (Graham Wise)

Renewal Date: