

Huncote Primary School



Debt Policy

2020-2023

Non Statutory Policy

This policy is reviewed every year and was agreed by the Governing Body of Huncote Primary School in **Jan 2020 and will be reviewed again in Jan 2023**

Signed: _____ Chair of Governors Date: _____

At Huncote Primary School we believe in 'Learning for Life' by 'Aiming high in all we do'. We therefore aim to:

- Provide a vibrant, stimulating and caring environment;
- Encourage our children to thrive academically, socially and emotionally;
- Engage our children in a creative, inspiring and inclusive curriculum;
- Motivate and inspire our children for a life-long love of learning;
- Work together within our school community to prepare our children for the challenges of modern life;
- Provide and promote a safe philosophy for the whole school community.

These aims are realised through effective working partnerships between staff, pupils, parents, governors, other schools, the Local Authority and the wider community. They are present through all school life and practice.

Debts

1. Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible, an invoice will be raised for immediate payment.
2. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment or future services is made in advance.
 - 3 weeks from date of invoice – 1st reminder
 - 6 weeks from date of invoice – 2nd reminder
 - 9 weeks from date of invoice – final reminder

The final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.
3. After 14 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing.
4. Legal action will not be taken for debts under £50.
5. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:
 - Those up to the value of £100 to be approved by the Headteacher and Finance Committee and reported to the next meeting of the Governing body.
 - Those exceeding £100 and up to value of £500 to be referred to the Governing body for approval, either directly or after consideration by the Finance Committee.
 - Those exceeding £500 to be referred to legal services.
6. The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.