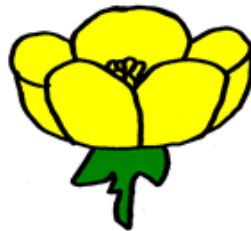


GOLDFIELD INFANTS' AND NURSERY SCHOOL



DEBT RECOVERY POLICY

Committee	Resource Matters
Next Review	Summer 2024
Duration	3 years
Approved FGB	Spring 2021

Responsibilities

It is the responsibility of the Governing Body to ensure that income is collected promptly and in full; that it is properly recorded and that it is banked intact to an official account as soon as possible.

At Goldfield Infants' and Nursery School the Governing Body has delegated this to the Resources Matters Committee (see Schedule of Financial Delegation page 1 'Monitoring and Control').

It is the school's responsibility to reconcile monthly the sums collected to the sums deposited at the bank. This is then reported to the Resources Matters Committee as an aspect of Budget Monitoring.

Communications/Invoices to Parents

Infant pupils are now entitled to universal free school meals. However should the need arise, invoices for dinner will be sent out during the first full week of term.

Milk order forms are sent out during the second half of the previous term. *[Please note that recorder payments and school visit payments etc are voluntary].*

All invoices should state clearly how long the 'settlement period' will be. At this school this is usually two weeks from receipt of invoice.

Outstanding Debts

Infant pupils are now entitled to universal free school meals. However should the need arise, once the normal settlement period has passed, the school will send a first reminder letter within one week after the income was due.

First Reminder Letter

This is issued within one week after the income was due.

A further week is given after this letter is sent out. A written record will be kept by the Finance Secretary.

Second Reminder Letter

A second reminder letter is issued within one week after the first reminder deadline has expired. Records should clearly state when a first and second reminder letter has been sent out.

The Headteacher has delegated this responsibility to the finance secretary who will ensure the records are maintained and updated.

Headteacher's Reminder

If the account is not settled after the deadline of the second reminder letter the Headteacher will write a formal letter to the parents requesting payment immediately and to see her if there are financial difficulties. If the bad debt is not a School Meal, then the parent will be informed that the matter will be referred to the Resources Matters Committee of the Governing Body.

Governing Body's Monitoring of Bad Debts

The Governing Body have the authority to consider and write off bad debts up to a value of £500 accruing to the school.

Items above £500 must be referred to the Chief Financial Officer for approval. [See CINS Schedule of Financial Delegation].

The Governing Body have adopted the paragraph in the Handbook of Financial Regulations (HCC) which states the following:

A debt may only be written off with the prior approval of the relevant officer or body which depends on the amount of the debt as shown below:-

Up to £500 – the Governing Body may authorise a write off, where income accrues to the school. Otherwise the approval of the Director of Education is required, who will consult with the Chief Financial Officer.

Over £500 the Governing Body, with agreement of the Chief Financial Officer.

Where the Governing Body write off debts this shall be formally recorded and the record retained for seven years.

Legal Action

Legal Action in respect of outstanding debts may only be initiated by the County Secretary who will advise on the correct course of action.

At this school consideration given to writing off a debt will be based on the value of debt outstanding and the individual financial situation of the family concerned.

Dinner Money – Bad Debts

If the school is unable to collect outstanding dinner money debts, the school will write to:

Hertfordshire Catering Ltd
Mundells
Welwyn Garden City
Herts AL7 1FT

Detailing the child's name, the parents' names and addresses, the amount owed and the period in which the debt has been incurred.

School Meals and Milk Finance will pursue the debt on the school's behalf. If at anytime it is decided not to pursue the debt the school will be informed in writing that the sum owed will be written off.