

## Debt Recovery Policy

	Name	Signature	Date
Co-Headteacher's Approval	Charley Oldham		July 2023
Chair of Governors' Approval	Kate Coulson		July 2023
Recommended Review Date:	July 2027 or following any changes		

### Version Number

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

Version	Date	Description of Change	Changed By
1	June 2020	New Policy	TH
2	July 2023	No changes	
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## **DEBT RECOVERY POLICY**

### **1. Introduction**

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

This policy sets in place the procedures to ensure that debt recovery is attempted and for the write-off of any debt which is deemed to be irrecoverable.

### **2. Policy**

2.1 Payment should be obtained as and when goods/services/facilities are provided whenever possible.

2.2 The cost of the goods/services/facilities will either be set up via the School's on-line payment system or an invoice will be raised usually with 14 days of the good/services/facilities being provided or agreed.

#### **2.3 Initial reminder**

If no payment is received within 28 days from the date of issue of the invoice a reminder will be sent to the debtor or a text/email will be sent via the School's on-line payment system.

#### **2.4 2nd reminder**

If no payment is received within 60 days from the date of issue of the invoice a 2<sup>nd</sup> reminder should be issued to the debtor by letter.

Where a debtor requests permission to settle the debt by instalments and extend the normal terms and conditions they must submit an application in writing explaining the reasons for their inability to meet the original contract terms. The Headteacher will consider the revised terms. If the debt is not settled within the terms set by the Headteacher then a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full with a further 90 days of the date of the reminder.

#### **2.5 Final reminder**

This final reminder should clearly state that legal action will be taken if the debt is not settled in full within 90 days of the date of the invoice.

2.6 At each meeting of the Resource, Business & Marketing committee, the Headteacher/SBM will inform the Governors of any debt which is still outstanding after the 14 day period following the final reminder, together with any proposed action. This may be deferred to solicitors for legal action, a debt recovery agency or

to write-off the debt if there is no realistic prospect of debt recovery being successful, or if further action is not cost effective.

2.7 Outstanding debt of up to £250 may be written-off by the Headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount written-off and the reason for no further action being taken is reported to the Resource, Business & Marketing Committee for information at their next meeting.

2.8 Write-off of outstanding debts in excess of £250 must be approved by the Resource, Business & Marketing Committee following submission details of the debt by the Headteacher together with reasons for no further action being taken,

2.9 A write-off must not be communicated to the debtor. It is not an acknowledgement that the debt does not exist, but is an internal transaction in the accounts of the school, which removes the debt from the records.

3.0 Where a debtor's payments are regularly or consistently paid outside the terms of the supply, the Headteacher reserves the right to request that goods/services/facilities to be paid at the time they are consumed.

3.1 Any debts for letting or contributions for the use of the school premises from external providers will not be able to continue to run until the outstanding payment is received.

3.2 Pupils will not be permitted to attend After School club until such time the outstanding payment is received.