

St Joseph's Catholic Primary School

Bad Debt Policy

1. Aims

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 (i.e. Breakfast and After School Clubs)

2. Values, Principles and Standards

The purpose of this policy is to clarify a procedure for the management of any bad debt that may arise. Therefore, this policy is underpinned by the following values, principles and standards:

- 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 and the debtor will be informed of this in writing;
- The service will not be reinstated until the debt is cleared and payment of future services is made in advance.

3. Collecting Debts

The following timings are intended for guidance purposes only.

- A written reminder will be sent after one calendar month from date of invoice.
- After another calendar month, a further reminder will be issued with an appropriate letter requesting payment and enquiring if there is any reason why the debt has not been settled.
- If after 3 calendar months the debt still remains outstanding, the matter will be referred to the Headteacher who will construct an appropriate letter considering all the information available.

4. Writing Off Debts

If, after every effort has been made to collect the debt but it still remains outstanding, it may be written off. The matter will be referred to the Governors' Finance Committee to decide if the debt is to be written off.

5. Responsibilities and Accountabilities

The Governors are responsible for ensuring that this policy is in place and to monitor its effectiveness. Governors will be responsible for approving the write off of bad debts exceeding £100 and up to the value of £500.

The Headteacher is responsible for approving the write off of bad debts up to the value of £100 and will report such approvals to the Governors' Finance Committee.

6. Monitoring and Review

- The Finance Committee will be responsible for monitoring the effectiveness of this policy.
- The Finance Committee will be responsible for reviewing this policy on an annual basis; taking into account changes in legislation.

First Reminder (after one calendar month)

This letter is being taken home by



Date

Early Risers and Late Leavers

Dear Parents,

Please find enclosed outstanding invoice(s) for Early Risers and/or Late Leavers. Please may I ask for these amounts to be settled as soon as possible.

If you have any queries, please come and see me in the school office.

Kind regards,

Miss Frampton
School Business Manager

Second Reminder (after another calendar month)

This letter is being taken home by.....



Date

Early Risers and Late Leavers

Dear Parents,

Please find enclosed outstanding invoice(s) for Early Risers and/or Late Leavers. These are now overdue and these amounts must be settled as a matter of urgency.

If for any reason you are unable to settle this outstanding amount please come and see me in the school office.

Kind regards,

Miss Frampton
School Business Manager

Third Reminder (after 3 calendar months)

St Joseph's Catholic Primary School

Park Avenue
BRIDGWATER
Somerset
TA6 7EE



Tel: (01278) 422786
Fax: (01278) 429791
Email: Sch.059@educ.somerset.gov.uk

Headteacher

Mrs Helen Taylor

Date

Early Risers and Late Leavers Outstanding Payments

Dear Parent,

According to our records there is an outstanding amount of £***** for Early Risers and Late Leavers charges from to

After several reminders, the school has not yet received payment therefore I must request for this overdue amount to be settled as soon as possible.

If this amount is not forthcoming your children may no longer be allocated a place at the Breakfast and After School Clubs.

I have enclosed copies of these invoices for your information, should you have any queries or concerns, please do come and see me.

Kind regards,

Mrs Helen Taylor
Headteacher