



SOWE VALLEY PRIMARY SCHOOL

Debtors Policy

Date 22.5.13
Review May 2014

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DEBTORS POLICY

The policy of the Governors is to ensure that all viable steps are taken to recover money due to the school.

The Governors aim to minimise the number of instances that credit is given and to take prompt and appropriate recover action in respect of unpaid debts.

Procedure

Complete paperwork relevant to the goods or services being provided eg music tuition contract, breakfast club registration forms.

Wherever possible obtain payment in advance of the goods or services being provided.

If an invoice is to be sent, issue it as soon as possible.

Monitor outstanding debts regularly using Aged Debtor reports.

Music Tuition

- If payment not received by due date a copy of invoice sent again with 'reminder' written on it and due date highlighted.
- If payment not received after 14 days a formal letter sent.
- If there is no contact from parent regarding payment a letter is sent out stating that if not settled may be referred to Sundry Debtors at Coventry City Council.
- If payment still not received a letter sent informing parent that their child cannot attend music tuition unless amount is settled.

Breakfast Club

- Sessions should be paid for a month in advance – parents notified of amount by letter.
- If payment not received after 14 days a formal letter sent.
- If payment still not received a letter sent informing parent that their child cannot attend breakfast club unless amount is settled.

Dinner money

- If more than 2 weeks owing a reminder is sent out.
- After another week a formal letter is sent.
- If there is no contact from parent regarding payment a letter is sent out stating that if not settled may be referred to Sundry Debtors at Coventry City Council.

Authority to write off unpaid debts as follows:

Headteacher:	Up to £100
Board of Governors:	£101 - £1000