

# **BUSHY LEAZE CHILDREN & FAMILIES CENTRE**

## **Debt Recovery Policy**

### **Statement of Intent**

The Governing Body is committed to taking all reasonable measures to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

### **Aims**

1. To ensure that the centre is not financially disadvantaged by the actions of an individual or group of individuals.
2. To safeguard the centre's funds and specifically to ensure that no individual or group of individuals take advantage of the centre causing it to be unable to recover funds that are owed to it.
3. To ensure that the funds available to the centre are used to the fullest advantage of all pupils.

**It is the responsibility of the Senior Administrative Assistants with responsibility for community lettings and nursery fees, to ensure the following procedures are in place for the prompt payment of all charges raised by the school:**

- All income is to be banked using the normal HCC bank paying in books and recorded on SAP through REM banking
- The County SAP income and billing module should be used to raise invoices for all Community lettings, charges etc
- The Senior Administrative Assistants will provide Head of centre and Governors with up to date outstanding debtors report as termly Finance & Site (F&S) meetings

**Procedures for recovery of outstanding debts are as follows:**

- One week outstanding – polite 'overdue reminder' (direct contact e.g. in person/phone)
- Two weeks outstanding – first 'overdue reminder' letter
- Four weeks outstanding – second 'overdue reminder' letter
- Six weeks from first reminder letter – final 'overdue reminder' letter advising of debt recovery action
- Eight weeks outstanding – Debt Recovery Initiated via Hampshire County Council

- **Copies of all reminder letters to be retained on file**

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue reminder'.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Head of centre/School Business Manager or other responsible officer.

Where the centre incurs material additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

At the discretion of the Head of centre, the debtor may be advised that they will be required to pay in advance for all future supplies/services etc or they will no longer be available to them.

Any hirer of school facilities who has unrecoverable debts to the school will be banned from future hirings.

For paid places for Nursery if the payment is not met we have the right to refuse Nursery childcare.

### **Monitoring and Evaluation**

*This is a **non-statutory** policy*

**Senior Leadership Team Member:** Senior Administrative Officer

**Governing Committee:** Finance & Site

**Approving Committee:** N/A

### **Document Control:**

<b>Version Number</b>	<b>Version Date</b>	<b>Review Date</b>
1.0 September 2011	September 2011	September 2014
1.2 September 2014	June 2014	September 2017
	September 2017	September 2020
	<b>September 2023</b>	<b>September 2026</b>

**Linked policy – Charges policy**