



St Thomas More Catholic Primary School

DEBT MANAGEMENT POLICY

ADOPTED: Spring Term 2021

REVIEWED: January 2024

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

General:

Payment should be obtained as and when goods/services/facilities are provided wherever possible; in particular where the value of goods and services is relatively small, i.e. less than £100.

Where payment is not received at the time when the goods/services/facilities are delivered an invoice must be raised as soon as possible, but normally within 30 days of the goods/services/facilities being provided (as per the Scheme of Delegation).

Invoices should state that the bill is due and payable at the invoice date.

Invoices are raised through the My Finance system. If payment is not received within the agreed time period as stated on the invoice, debt recovery procedures are followed in line with Staffordshire County Council policy. Notification from SCC of any debtor account not being cleared, must be reported to governors at the next Finance Committee meeting together with any proposed action. This may include a referral to solicitors for legal action, a debt collection agency or the write-off of the debt if there is no realistic prospect of debt recovery being successful, or if further action is not cost-effective.

Outstanding debt of up to £50 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 Finance Committee for information at their next meeting.

Write-offs of outstanding debt in excess of £50 must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.

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. Individuals or organisations that have previously defaulted on payments to the school are not allowed credit facilities.

Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headteacher must consider withdrawal of credit facilities and request that

the individual/organisation pay for goods/services/facilities at the time they are consumed.

Payment for Lunchtime Meals provided

School meals are debited directly to the school budget, monthly in arrears, upon receipt of invoice from Shires Catering. It is therefore imperative that monies are credited to the school budget for meals taken in a timely fashion and that they reconcile with the charges invoiced.

In order for this to happen:

- Payment must be made via ParentPay by the Monday (or first day school is open) of each week. Cash payments for meals will not be accepted in school, however, a barcoded letter or ParentPay card can be provided on request to allow parents who wish to pay in cash to do so at a local store.
- If there are insufficient funds, parents will be contacted by phone by 10:am to be reminded to either credit their child’s account or provide an alternative meal (i.e. packed lunch)
- If payment is not made and an alternative lunch has not been provided by the parent, they on day 1 the child will be provided with a hot meal. On subsequent days, only a sandwich will be provided. This can only occur for a maximum of 3 days.
- In the event that a parent consistently sends their child to school without payment, or a packed lunch, a concern must be raised with the designated Child Protection Officer

Signed.....Headteacher

.....**Chair of Governors**

.....**Date**