



## **Stanion Church of England (Aided) Primary School**

### **Policy and Procedures for the Administration of Income**

#### **1.0 General**

1.1 The Bursar will oversee and administer all income procedures. The Bursar is responsible for all peripatetic music and pre-school invoicing as well as income related to all activities undertaken through the School Fund.

#### **2.0 Annual review of charges**

2.1 All charges levied, including deposits, as per the charging policy will be subject to annual review by the governing body.

#### **3.0 Invoicing Procedures**

3.1 Invoices will be recorded on SIMS and administered according to the Financial Regulations relating to Accounts Receivable.

3.2 Invoices will be prepared by the Bursar and will be raised according to requirements and within appropriate timescales.

#### **4.0 Income Processing Procedure**

4.1 All income received will be passed to the Bursar who will keep a record of income received.

4.2 A receipt will be issued for all invoiced income received.

4.3 Non-invoiced income will be recorded on spreadsheets which can be viewed by parents.

4.4 Receipt of income in respect of debtor invoices / non invoice income (excluding School Fund) will be posted promptly to SIMS by the Bursar.

4.5 VAT will be accounted for in accordance with the guidance given in the VAT section of the LMS handbook.

4.6 Income will be securely stored in the locked fireproof cabinet pending banking. The keys to the cabinet will be held by the Bursar and Head Teacher.

4.7 All school official income will be banked promptly and intact.

4.8 The Bursar will perform a monthly reconciliation to ensure that all income banked appears on the bank statement.

## **5.0 Credit Control**

5.1 The credit terms for debtor invoices are **30** days.

5.2 A reminder letter will be sent to debtors who have not paid their invoices on the due date by the Bursar.

5.3 If the debt remains unpaid, a further reminder letter will be sent by the Bursar **5** days from the date of the first reminder letter. In addition, where possible, the debtor will be contacted by telephone.

5.4 At this stage the Bursar will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long standing debt is paid the Headteacher will decide if the debtor is to be permitted to make further use of the school facilities.

5.5 If the debt remains for a further **10** days a third letter will be sent informing the debtor that the debt will be referred to the school's legal representative.

5.6 If the debt remains unpaid and is for an amount greater than **£50.00** it will be referred to the school's legal representatives. (In the case of schools using NNC Legal Services, debts in excess of £50 may be referred).

5.7 If the debt remains unpaid but is for less than £50, it will be referred to the Headteacher.

5.8 A schedule of outstanding debts by age and value will be presented to the Headteacher on a monthly basis.

## **6.0 Write off of debt**

6.1 Write off of debt will only be considered when the credit control procedures have been exhausted.

6.2 Before closure of the financial year, a list of debts proposed for write off will be prepared by the Bursar and will be submitted to the Governing Body for consideration. The submitted list will be supported with details of the debt.

6.3 The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.

6.4 After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the Bursar. Such write offs will be cross referenced to the relevant Governing Body minutes.

## **7.0 Cancellation of debt**

7.1 In instances where invoices have been raised incorrectly, the invoices will be presented to the Headteacher with an explanation as to why the invoice is required to be cancelled. The invoice will be marked cancelled and will be signed by the Headteacher. The Bursar will make the necessary amendments to SIMS and all supporting documents will be retained for audit purposes.

**This policy will be reviewed annually.**

**Policy Ratified – 17<sup>th</sup> July 2023**

**Next Review – July 2024**

Signed \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Chair of Governors

## **Suggested Format for First Debt Reminder Letter**

Dear

### **Outstanding Invoice**

School records show that the invoice as detailed below has not been paid:-

Invoice Number:

Date:

Amount:

Immediate payment is now requested. Please make crossed cheques payable to Stanion C.E Primary School.

If you have any queries relating to the invoice please contact the School Office immediately.

If payment has been made in the last seven days please ignore this reminder.

Yours sincerely,

## **Suggested Format for Second Debt Reminder Letter**

Dear

### **Outstanding Invoice**

School records show that the invoice as detailed below has not been paid despite a reminder having been issued:-

Invoice Number:

Date:

Amount:

**Immediate payment is requested. If this is not forthcoming the debt will be referred to Northamptonshire County Council's Legal Services for legal action to be taken.**

Please make crossed cheques payable to Stanion C.E Primary School.

If you have any queries relating to the invoice please contact the School Office immediately.

If payment has been made in the last seven days please ignore this reminder.

Yours sincerely,