

HARRIS MIDDLE SCHOOL

BAD DEBT POLICY

AUTUMN TERM 2009

CHAIR OF GOVERNORS: _____

MINUTED: _____

DATE OF REVIEW: **AUTUMN TERM 2010**

Harris Middle School

Bad Debt Policy

Wherever possible, income due will be collected before or at the time of relevant sale or service is provided. If this is not possible, a debtors account will be issued.

All debts will be recorded and non-payment will be followed issuing reminders as follows:

1 st reminder	-	3 weeks from date of account
2 nd reminder	-	6 weeks from date of account
Final reminder	-	8 – 10 weeks from date of account

The final reminder to be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.

After 14 weeks, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing.

If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the following procedures;

- Those up to the value of £100 to be approved by the Headteacher and reported to the next meeting of the Governing Body
- Those exceeding £100 to be referred to the Governing Body for approval, either directly or after consideration by the Finance Committee

Where individual amounts are written off which exceed £1000, the County Director of Finance and Resources should be consulted. VAT may not be written off without the specific written consent of the County Director of Finance and Resources.