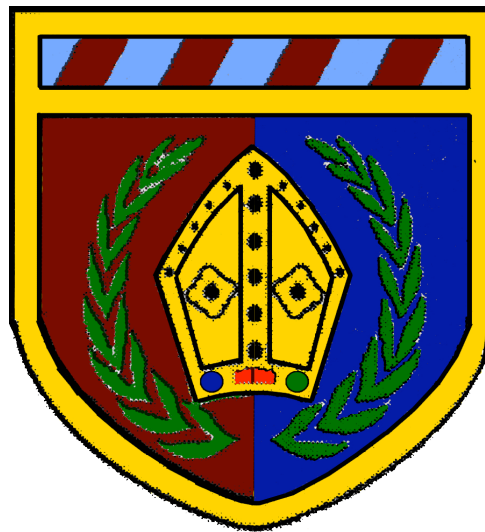


St John Fisher Catholic Primary School



Debtors Policy

"To live, love and learn and learn in our caring community"



ST JOHN FISHER CATHOLIC PRIMARY SCHOOL

DEBTORS POLICY

The Governors of St John Fisher Catholic Primary School will 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 recovery action in respect of unpaid debts.

Wherever possible, payment will be obtained in advance of the goods or services being provided.

If an invoice is sent out, it will be monitored by using Aged Debtors Reports. After 21 days a first reminder will be issued. After a further 14 day a final reminder will be issued. After a further 7 days embargo, further services to the bad debtor and refer to the City Treasurer's Sundry Debtors Team or Legal Services. Other schools may be notified to prevent the debtor defaulting on debts across the city.

Authority to write off unpaid debts is as follows:

Up to £250	Head Teacher
£251 - £1,000	Board of Governors
Over £1000	Board of Governors and the City Treasurer

September 2013