



THE FULHAM BOYS SCHOOL

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Revisions Table

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The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above.



DEBT MANAGEMENT POLICY

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1. INTRODUCTION

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 This policy sets out the procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.
- 1.3 The implementation of this policy will be monitored by the Governors of the School and remain under constant review by the School Bursar.

2. PURPOSES

- 2.1 To ensure that the School is not financially disadvantaged by the actions of an individual or group of individuals.
- 2.2 To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the School causing it to be unable to recover funds that are owed to it.
- 2.3 To ensure that the funds available to the School are used to the fullest advantage of all boys.

3. GENERAL DEBT RECOVERY

- 3.1 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.
- 3.2 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 7 days of the goods/services/facilities being provided.
- 3.3 Invoices should state that the bill is due and payable at the invoice date.
- 3.4 If no payment is received within 21 days from date of issue of the invoice a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.
- 3.5 Where only part of the debt has been settled a final reminder for the balance outstanding should be issued 21 days from the issue of the invoice. The final reminder

should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

- 3.6 Where a debtor requests permission to settle the debt by instalments and extend the normal terms and conditions of supply they must submit an application in writing explaining the reasons for their inability to meet the original contract terms. The Headmaster and Chair of Resources Committee will agree the revised terms, which must not exceed 49 days from the date of issue of the invoice. If the debt is not settled within the terms set by the Headmaster and Chair of Resources then a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

4. School LUNCHES

- 4.1 The Fulham Boys School has adopted a clear 'no debt' policy relating to the School meal service and parents should be made aware of the policy. The policy applies to all Fulham Boys School students and their parents/carers.
- 4.2 If parents believe that their children may qualify for entitlement to Free School Meals, they should be encouraged to apply for them and the School should provide assistance to them in applying where necessary.
- 4.3 Parent/s must pay in advance for the School meal using their Parentpay Cashless Catering account. School lunch payments are due on the first day of term to which they relate.

5. School LUNCH DEBT RECOVERY

- 5.1 If the lunch payment has not been received, reminders for payment of School lunches are sent at the end of the first week of each term. Demands for immediate payment are sent every 3 days until the beginning of the third week of term.
- 5.2 If the debt is still not cleared by the middle of the third week of term, the Finance Officer will call to ask for immediate payment. It is explained that failure to do this immediately or to arrange for a meeting with a member of SLT to explain their inability to pay will lead to an escalation.
- 5.3 If payment is not made by the beginning of the fourth week, a member of SLT will contact the parent directly to ask them settle the account that day.
- 5.4 If the debt still remains outstanding at the end of the following day, a 'notification of withdrawal of School meals' letter must be issued to the parent by the Finance Department. This letter will give the parent a final opportunity to clear the outstanding debt. The letter will inform the parent that the child will not be provided with a meal with effect from the following Monday if the debt is not cleared in full.

- 5.5 If payment of the debt is not received by the following Monday, the Headmaster will take steps to begin legal proceedings against parents to recover the debt.
- 5.6 This debt management policy in respect of lunch monies includes the refusal to provide a School meal when the parent has not paid or made contact with the.
- 5.7 The Headmaster is authorised to set up payment plans for parents to ensure collection of monies. Any payment plans can be withdrawn if the parent does not comply with the arrangements.

6. WRITING OFF DEBT

- 6.1 At each meeting of the Resources Committee, the Headmaster/School Bursar is required to inform the Governors of any outstanding dinner money debt.
- 6.2 Outstanding individual School meals debt of up to £50 may be written-off by the Headmaster 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 Resources Committee for information at their next meeting.
- 6.3 Write-off of outstanding debt in excess of £50 must be approved by the Resources Committee following submission of details of the debt by the Headmaster/Finance manager together with reasons for no further action being taken.
- 6.4 A write-off must not be communicated to the parent. 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.
- 6.5 Individuals or organisations that have previously defaulted on payments to the School are not allowed credit facilities.
- 6.6 Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headmaster must consider withdrawal of credit facilities and request the individual/organisation to pay for goods/services/facilities at the time they are consumed.