

POLICY FOR	DEBT RECOVERY
PERSON RESPONSIBLE	BUSINESS MANAGER
REVIEW DATE	October 2025
NEXT REVIEW DATE	October 2027
APPROVED BY	GOVERNING BODY
APPROVAL DATE	

Lettings income should normally be received prior to date of letting or within timescale detailed on invoice.

Non-payment of letting invoices to result in cancellation/refusal of future letting dates.

All unpaid invoices to be reviewed regularly and:

- First reminder letter to be issued 14 days after invoice date/due date;
- Second reminder letter to be issued 30 days after invoice date/due date;
- Third reminder letter to be issued 60 days after invoice date/due date and to warn that legal action will be taken if not paid within 14 days;
- Non-payment to be referred to Governing Body for consideration of further action.

Where every appropriate effort has been exhausted and a debt is considered irrecoverable, write off approval should be sought:

Write off limit for Headteacher £1,000

Write off limit for Full Governing Body Unlimited