

## Debt Recovery Policy

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Any money owed to an academy has an impact on the budget and may affect the resources that can be provided to the children.

This Policy is written to meet the requirements of Clause 3.4 of the Academies Financial Handbook 2018 and reflects the procedure followed in our academies.

The Learning Village Academy Trust makes charges in line with the Charges & Remissions Policies in each academy including inter alia nursery fees, school meals, music tuition, lettings and wraparound care.

### **Step 1 – Signing a Contract**

Parents / carers sign a contract which outlines the terms of the agreement. Payments are added to the online payment system for which a login is provided to the parent / carer. Childcare vouchers (where appropriate) are collected by direct debit and should not be cancelled until full payment has been made.

### **Step 2 – Initial Reminder**

A reminder is sent to the debtor, in the form of a text, a statement, a copy of the original invoice, a letter or an e-mail. This is sent out at an appropriate time, usually prior to, but not more than one week after, the due date. Copies of all reminders are kept in a debtors file.

### **Step 3 – Supplemental Reminders**

Text reminders are sent and phone calls are made offering support for those facing financial difficulties.

### **Step 4 – Formal letter from The Learning Village Academy Trust**

If no response is received from the reminders the debt will be referred to the Chief Financial Officer and Chair of the Board of Trustees who will write to the debtor. This letter will advise

that the debtor should clear the debt or make contact with the CFO within 7 days. Failing that, the matter may be passed to the Trust Board of Directors.

### **Step 5 - Legal Action**

If a debtor does not respond to any of the steps above then The Learning Village Academy Trust Finance & Audit Committee / Trust Board of Directors will consider each debt with a view to passing it to legal advisors for further action.

If appropriate the debt will be dealt with in a small claims court with additional costs added to the original debt.

### **Step 7 - Bad Debts**

The Trust will consider whether a debt should be written off in certain circumstances. The decision must be made based on the value of the outstanding debt, and other background information given by the academy and the debtor and in accordance with the Academies Financial Handbook.

Authority to write off a debt is given as follows:

Chief Financial Officer up to £50 per pupil  
Executive Headteacher £50 per pupil  
Trust Board / Finance and Audit Committee No limit

