



Deanshanger Primary School

Administration of Income

Invoicing Procedures

Invoices on SIMS will be administered in accordance with the Financial Regulations relating to income. Invoices will be prepared by the Finance Assistant under the supervision of the School Business Manager and will be raised on a monthly basis or from time to time as required.

The School Business Manager, with the assistance of the Finance Assistant, will:

- raise invoices
- collect income
- bank income
- reconcile income

The Head teacher will authorise these actions by checking and signing invoices and a manual log of invoice numbers. Bank reconciliation statements will also be checked and signed by the Head teacher.

Income Processing Procedures

All income received will be passed to the School Business Manager or the Finance Assistant who will keep a record of the income received. A receipt will be raised for all income received. Receipt of income in respect of debtor invoices and non-invoice income will be posted promptly to SIMS FMS by the School Business Manager or the Finance Assistant. VAT will be accounted for in accordance with the guidance given in the VAT section of the Schools Financial Management Handbook.

Income will be held in a locked safe pending banking. Keys to the safe will be held by the Headteacher, the School Business Manager and the Finance Assistant. Income will be banked promptly and intact. A monthly reconciliation will be performed by the School Business Manager to ensure that all income banked appears on the bank statement. This will be checked and signed by the Head teacher.

Credit Control

The credit terms for debtors' invoices are thirty days. A reminder letter will be sent to debtors who have not paid their invoices on the due date by the School Business Manager. If the debt remains unpaid, a further reminder letter will be sent 7 days from the date of the first reminder letter by the Head teacher. In addition (if possible) the debtor will be contacted by telephone.

At this stage the governing body will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which the long standing debt is paid, the Head teacher and governing body will decide if the debtor is to be permitted to make further use of the school facilities.

If the debt remains unpaid for a further 7 days, a third letter will be sent informing the debtor that the debt will be referred to the NCC Legal Section if it is not settled within 7 days. If the debt is for an amount greater than £50 it will be referred to the County Council's legal section by the Head teacher.

Where debts are outstanding, a monthly basis report will be presented to the governing body.

Debt Write Off

Debt write off will only be considered when the credit control procedure has been exhausted, or for small sums unpaid for school services (e.g. music lessons). Before closure of the financial year a list of debtors proposed for write off will be prepared by the School Business Manager and the Head teacher and will be submitted to the governing body for consideration. The submitted list will be supported by the details of the debt. The decision of the governing body will be clearly documented in the minutes of the relevant meeting. At the point the governing body approves a debt write off the debt will be cleared from SIMS FMS by the School Business Manager and Head teacher. Such write offs will be cross-referenced to the relevant governing body minutes.

The governing body gives the Head teacher discretion to write off small unpaid sums for school services not exceeding £50.

Cancellation of Debt

In instances where invoices have been incorrectly raised, the invoice will be presented to the Head teacher with an explanation as to why the invoice is required to be cancelled. The responsible member of staff will mark cancelled across and sign the invoice and all relevant documents which will be retained for audit purposes.

Annual Review of Charges

All charges levied, including deposits, as per the Charging Policy will be subject to annual review by the governing body in the month of September.

The Charging Policy states the rates to be charged for services provided by the school.

Review

The school will review this policy every two years and assess its implementation and effectiveness.