

# Greens Norton C of E Primary School



## Income Policy

Approved by

David Ward  
Chair of Governors

Jan Pickering  
Head Teacher

**Agreed May 2010 To be reviewed May 2011**

## **1. Introduction**

This policy defines the procedure to be followed when handling money that has been received as income for the school.

## **2. Charges**

All charges levied, including deposits shall be in accordance with the School Charging Policy which shall be reviewed annually by the governing body as part of the approval of the school budget.

## **3. Administration of Income**

### **3.1. Invoicing Procedure**

3.1.1. All invoices will be raised on SIMS and will be administered in accordance with the Financial Regulations relating to Income.

3.1.2. Invoices will be prepared by the School Bursar.

3.1.3. Invoices will be raised when required.

3.1.4. Invoices for block bookings will be raised in full for a minimum of 10 sessions and payment will be required in full before the second meeting of the block of bookings

3.1.5. Payments in advance are not normally required. Non-refundable deposits may be required.

### **3.2. Income Processing Procedures**

3.2.1. All income received will be passed to the School Bursar who will keep a record of income received.

3.2.2. A receipt will be raised for all income received.

3.2.3. Receipt of non-invoice income and income in respect of debtor invoices will be posted promptly to SIMS by the School Bursar.

3.2.4. VAT will be accounted for in accordance with the guidance given in the VAT section of the LMS handbook.

3.2.5. If the receipt of income implies a commitment by the school to future expenditure, that commitment will be recorded in the accounts in parallel with, or in advance of the recording of the income. In cases where one commitment is to be balanced by a series of small income payments, a single commitment for the full amount will be made on receipt of the first payment.

- 3.2.6. Income will be held in a locked safe/cabinet pending banking. Keys to the safe/cabinet will be held by the School and the Head Teacher. It will be banked intact at least once every week.
- 3.2.7. A monthly reconciliation will be performed by the School to ensure that all income banked appears on the bank statement.
- 3.2.8. The operation of the above procedure shall be audited by the Head Teacher checking several transactions of each type at regular intervals. The transaction numbers and the result of the audit shall be recorded.

#### **4. Credit Control**

- 4.1. No credit is allowed.
- 4.2. A reminder letter will be sent to debtors who have not paid their invoices on the due date by the School.
- 4.3. If the debt remains unpaid a further reminder letter will be sent 10 days from the date of the first reminder letter by the School.
- 4.4. At this stage the Head Teacher shall refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long standing debt is paid the Head Teacher shall decide if the debtor is to be permitted to make further use of the school facilities.
- 4.5. If the debt remains unpaid for a further 10 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 10 days.
- 4.6. If the debt remains unpaid and exceeds £50, it will be referred to the County Council's legal section by the Head Teacher.
- 4.7. Any debt outstanding at the time of a meeting of the governing body will be reported to the governing body including details of value and age.

#### **5. Write-off**

- 5.1. Debt write off will only be considered when the credit control procedures have been exhausted.
- 5.2. Before closure of the financial year, a list of debts proposed for writing off will be prepared by the Head Teacher and the Chairman of the Finance Committees and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.
- 5.3. The decision of the governing body will be clearly documented in the minutes of the relevant meeting.

- 5.4. At the point the governing body approves a debt write off the debt will be cleared from SIMS by the School. Such write off will be cross referenced to the relevant governing body minutes.

## **6. Cancellation of Debt**

- 6.1. In instances where invoices have been incorrectly raised the invoice will be presented to the Head Teacher with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark "cancelled" across, and sign the invoice together with all relevant documents which will be retained for audit purposes. A credit note signed by the member of staff and the Head Teacher will need to be raised to cancel the invoice on SIMS.