



Sherborne Abbey CE VC Primary School

Charging and Remissions Policy with Administration of Income Policy

Review Date 2016

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential activities can make towards pupils' education.

The Governing Body aims to support such activities as part of a broad and balanced curriculum for the children at the school.

Discretionary Charges

Education provided by Sherborne Abbey CE VC Primary School is free of charge and available to all registered pupils if it takes place wholly or mainly during school hours. The school is permitted to charge for the following:

- board and lodging on residential trips
- costs associated with individual musical tuition
- ingredients and materials if parents have indicated a wish to own the finished product
- enrichment activities provided by outside agencies that take place during/after normal school hours
- activities that take place outside school hours and do not form part of the syllabus or National Curriculum.

Remission of Charges

Pupils whose parents receive Income Support, Income-based Jobseeker's Allowance or Child Tax Credit (Department of Work and Pensions conditions apply) may have board and lodging charges remitted if the activity takes place mainly during school hours, or is out of school hours but is provided to specifically fulfil statutory duties relating to the National Curriculum (imposed by Section 10 {2} of 1988 Education Reform Act).

Voluntary Contributions

Restrictions on charging do not prohibit the school from seeking voluntary contributions for the benefit of, or in support of, any school activity. The terms of the request make it clear that:

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- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request.

If the activity cannot be funded without voluntary contributions then it may not take place at all.

Cases of financial hardship may be discussed, in confidence, with the Headteacher.

All income is recorded and receipted in accordance with Dorset Scheme of Financial Management.

Clothing Grant

Pupils whose parents receive Income Support, Income-based Jobseeker's Allowance or Child Tax Credit (Department of Work and Pensions conditions apply) are entitled to receive a school sweat shirt/cardigan from the school. A voucher will be issued for presentation at the current supplier (Sporting Classics) Ask in the school office for details.

Administration of Income

Invoicing Procedures:-

1. Invoices will be administered in accordance with the Financial Regulations relating to income.
2. Invoices will be prepared by the Finance Officer.
3. Invoices will be raised in advance in accordance with the school policy.
4. All invoices raised in respect of Lettings, will be in accordance with the Lettings Policy and scale of charges agreed by the Governing Body.

Income Processing Procedures:-

1. All income received at the office will be appropriately documented by the Finance Officer before being paid into the bank.
2. A receipt will be issued on request.
3. VAT will be accounted for in accordance with the guidance given in the VAT section of the Finance Handbook.
4. Income will be held in a locked safe pending banking. Keys to the safe will be held by the Finance Officer & Administration Officer.
5. Income will be banked promptly and intact.

Credit Control.

1. Credit terms for debtors invoices will be 30 days from date of invoice.
2. A reminder letter will be sent to debtors who have not paid their invoices by the due date by the Finance Officer.
3. If the debt remains unpaid a further reminder letter will be sent 7 days from the date of the first reminder letter by the Finance Officer. In addition (if possible) the debtor will be contacted by telephone.
4. At this stage the Headteacher will be advised by the Finance Officer to 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 Headteacher will decide if the debtor is to be permitted to make further use of the school facilities.
5. 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 Dorset County Council Legal Section if it is not settled within 7 days.
6. If the debt remains unpaid and is for an amount greater than £50 it will be referred to the County Council's legal section by the Finance Officer.
7. If the debt remains unpaid and is for an amount less than £50 it will be referred to the Headteacher and Governing Body.

Write off of debt.

1. Write off of debt will only be considered when the credit control procedures have been exhausted.
2. Before closedown of the financial year a list of debts proposed for write off will be prepared by the Finance Officer and will submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.
3. The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.
4. At the point the Governing Body approves a debt write off, the debt will be cleared from DES by the Finance Officer. Such write offs will be cross referenced to the relevant Governing Body minutes.

Cancellation of debt.

In instances where an invoice has been incorrectly raised the invoice will be presented to the Headteacher with an explanation of why the invoice is required to be cancelled. The Headteacher should mark, cancel across and sign the invoice set. This should all be retained for audit purposes.

Reference: Education Reform Act 1988, Sections 106-111 and 117-118.