

# Highfield Nursery School

## Income & Charging Policy

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Income through invoicing for extended hours or goods and services (invoiced income) and through donations or School Fund transfer (non-invoiced income) is administered through the Barclays Bank Local Bank Account on SIMS and through the School Fund account at the Barclays Bank. All income and charges are administered in line with DCSF requirements and in accordance with Section 457 of the Education Act, 1996.

### **Invoiced and Non-Invoiced Income (SIMS)**

#### **1 Annual Review of Charges**

All charges levied, in accordance with the Income & Charging Policy, including deposits, will be subject to annual review by the Governing Body each September.

#### **2 Administration of Income**

##### *2.1 Invoicing Procedure*

- 2.1.1 Invoices will be administered in accordance with the Financial Regulations relating to Accounts Receivable.
- 2.1.2 Invoices will be prepared by the School Business Manager.
- 2.1.3 Invoices for extended hours will be raised six times per year on a half termly basis.
- 2.1.4 Four weeks notice will be required to withdraw from extended hours extra sessions.
- 2.1.5 Payment will be required in advance at termly intervals.
- 2.1.6 Payment will be required in full when children are absent for any reason, to include (but not restricted to) sickness, unauthorised absence, holiday or any period of self-isolation.

##### *2.2 Income Processing procedures*

- 2.2.1 All income received will be passed to the School Business Manager who will keep records of income received.
- 2.2.2 A receipt will be raised for all income received through accounts receivable and the till.
- 2.2.3 The receipt of income in respect of debtor's invoices and non-invoice income will be recorded promptly on the school's local accounting system.
- 2.2.4 VAT will be accounted for in accordance with the guidance given in the VAT section of the LMS Financial Management Handbook.
- 2.2.5 Income will be held in a locked safe pending banking. Keys to the safe will be held by the Headteacher & School Business Manager.
- 2.2.6 Income will be banked promptly and intact.
- 2.2.7 A monthly reconciliation will be performed by the School Business Manager to ensure that all income banked appears on the bank statement.

### **3 Credit Control**

- 3.1 The credit terms for debtor's invoices are 14 days. In the case of invoices for extra sessions/breakfast/lunch each invoice is accompanied by an explanatory note on the make up of each invoice and a date by which it should be paid.
- 3.2 A reminder text will be sent to debtors who have not settled their invoice by the due date by the School Business Manager.
- 3.3 After a period of 7 days, if the debtor has not settled the invoice, a reminder letter will be sent to debtors by the School Business Manager.
- 3.4 If the debt remains unpaid a further reminder letter will be sent 14 days from the date of the first reminder text by the School Business Manager. In addition where possible, the debtor will be contacted personally.
- 3.5 At this stage the Headteacher will 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.
- 3.6 If the debt remains unpaid and is for an amount greater than £50.00 it will be referred to the school's legal representatives. If the debt remains unpaid and is for less than £50.00 it will be referred to the Chair of Governors.
- 3.7 On a termly basis a report will be presented to the Headteacher detailing outstanding debts by age and value.

### **4 Write Off of Debt**

- 4.1 Write off of debt will only be considered when the credit control procedures have been exhausted.
- 4.2 Before closure of the financial year a list of debts proposed for write off will be prepared by the School Business Manager and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.
- 4.3 The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.
- 4.4 After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the School Business Manager. Such write-offs will be cross referenced to the relevant Governing Body minutes.

### **5 Cancellation of Debt**

- 5.1 In instances where invoices have been incorrectly raised, the invoices will be presented to the School Business Manager with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark "cancelled" across the invoice, and sign the invoice and all supporting documents which will be retained for audit purposes.

### **Parental Contributions (School Fund)**

- 1 Parents are asked for a contribution of £3.75 per week towards cost of snack and activities. A till receipt will be given and money noted against the pupil's name on a weekly basis. Money will be banked promptly and intact. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

- 2 Parents will be asked to pay an additional contribution towards venue and/or coach hire for each school trip according to the cost incurred by the school. A till receipt will be given and money noted against the pupil's name. Money will be banked promptly and intact. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.
- 3 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) or property belonging to a third party where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 4 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.
- 5 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 6 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.