



Wade Deacon Trust

Debt Recovery Policy

Policy & Procedure Number: 80

Date of Board of Trustees' Review: Summer 2017

Next Review Due: Summer 2020

Trust Link: Mr I Kirkham

Revision Number: vI

I. STATEMENT OF INTENT – DEBT RECOVERY POLICY

- I.1. The Trustees have a responsibility for ensuring that appropriate procedures are in place to enable Academies in the Wade Deacon Multi Academy Trust (MAT) to receive all income to which it is entitled. For this reason it is important that the MAT has a policy for dealing with debts which is approved by the Board of Trustees.
- I.2. A copy of this policy will also be published on the website. Parents should be made aware that this policy and the procedures exist through correspondence relating to the activity/event that is taking place.
- I.3. This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years by the Trustees'. The policy will be promoted and implemented within each academy.

2. PRINCIPLES

- 2.1. Each academy within the MAT will actively pursue debtors, including parents/carers for the collection of monies owed to it.
- 2.2. The Principal Accountant, Lead Finance or Fund Administrators will ensure that:
 - 2.2.1. all letters requesting monies outstanding are accurately recorded and maintained;
 - 2.2.2. there is documentary evidence of all the steps undertaken by the academy to recover the debt and this includes recording the dates that letters and statements were sent, and/or phone calls that have been made to debtors;
 - 2.2.3. for all outstanding debts, a final statement is issued by recorded delivery to the person(s) liable for the charge;
 - 2.2.4. each case involving a family will be judged on the family's individual circumstances and the amount outstanding as to the length of time before legal action is started;
 - 2.2.5. the identity of a family involved is only disclosed to those who need to know under this policy.

3. THE BOARD OF TRUSTEES;

- 3.1. must consider the arrangements for debt recovery;
- 3.2. must approve in an academy undertaking legal action in any particular case.

4. THE LOCAL GOVERNING BODY;

- 4.1. must include in the minutes of its meeting or record of its decision, its approval to pursue any outstanding debt;
- 4.2. will ensure that the identity of a family involved is only disclosed to those who need to know under this policy;
- 4.3. may delegate its responsibilities under this policy to a relevant Committee

5. PROCEDURES

- 5.1. Pursuance of Debt the academy should:
 - 5.1.1. give the debtor appropriate notification and time to pay the outstanding charge;
 - 5.1.2. send the debtor as a minimum a final statement by recorded delivery, which states that this is the final notice and that further action will be taken.
- 5.2. Waiving of Debt. A debt may be written off or waived by resolution of the Local Governing Body on the recommendation of the Principal, who will consult with the Central Operations Team. A recommendation to write off or waive a debt can be made by the Principal when either:
 - 5.2.1. all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action;
or
 - 5.2.2. it is believed the debtor is experiencing significant financial hardship.