

The Bliss Charity School

Income Policy

Mission Statement

The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

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 Autumn Term.

Administration of income

Invoicing Procedures

1. Invoices on SIMS will be administered in accordance with the Financial Regulations relating to income.
2. Invoices will be prepared by the bursar.
3. Invoices will be raised on a regular basis.
4. Block bookings – invoices will be raised in full for a minimum of ten sessions. Payment will be required in full at the commencement of the block bookings.

Payment in advance

All payments relating to Service Charges will be paid on a “month in advance” basis.

Income Processing Procedures

1. All income received will be passed to the bursar who will keep a record of income received.
2. A receipt will be raised for all income received.
3. Receipt of income in respect of debtor invoices and non-invoice income will be posted promptly to SIMS by the administration officer.
4. VAT will be accounted for in accordance with the guidance given in the VAT section of the FMS handbook.
5. Income will be held in a locked safe/cabinet pending banking. Keys to the safe/cabinet will be held by the bursar and the Headteacher.
6. Income will be banked promptly and intact.
7. A monthly reconciliation will be performed to ensure that all income banked appears on the bank statement.

Credit Control

1. The credit terms for debtors invoices is thirty days.
2. A reminder letter will be sent to debtors who have not paid their invoices on the date due by the bursar.
3. If the debt remains unpaid a further reminder letter will be sent fourteen days from the date of the first reminder letter by the bursar. In addition (if possible) the debtor will be contacted by telephone.

4. 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 and Resources Committee 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 fourteen 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 seven 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 Headteacher.

If the debt remains unpaid and is for less than £50 it will be referred to the Resources Committee by the Headteacher.

7. On a monthly basis a report will be presented to the Headteacher detailing outstanding debts by age and value.

Write off of debt

1. Write off of debt will only be considered when the credit control procedures have been exhausted.
2. Before closure of the financial year a list of debts proposed for write off will be prepared by the bursar and will be submitted to the Governing Body for consideration. The submitted list will be supported by the 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 SIMS by the bursar. Such write offs will be cross referenced to the relevant Governing Body minutes.

Cancellation of debt

1. In instances where invoices have been incorrectly raised the invoice will be presented to the Headteacher 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 and all relevant documents which will be retained for audit purposes.