

GENERAL

This policy provides guidance to the finance team for the recovery of all outstanding debt due to the Governing Council. Most of these debts will be for the Compulsory Materials & Services charge but this policy will be applied to other debts, for example, books not returned to the Resource Centre and subject fees.

This policy is to be read and applied subject to any DfE administrative requirements.

Information relating to individual instances of unpaid Materials & Services charge is to be treated as confidential and is not to be disclosed to any person without the authority of the Principal.

Debts owed to the Governing Council are to be invoiced as soon as they are incurred.

Invoices are to contain the following information:

- name, address, telephone and fax numbers of the school
- the date of the invoice
- name and postal address of the debtor
- the date on which the debt was incurred
- particulars of the transaction
- the total amount of the debt including GST if applicable

Every opportunity will be given to the debtor to make arrangements for payment of the debt.

The debtor will be offered three options:

- **Option 1** Compulsory Materials & Services charge may be paid in full
- **Option 2** Compulsory Materials & Services charge may be paid by direct debit
- **Option 3** School Card Scheme and/or Abstudy payments

PURSuing BAD DEBTS

- Statements are issued at the end of term 1
- Final notices are issued term 2
- Outstanding debts are sent into the DfE debt recovery unit in term 3

WRITING OFF BAD DEBTS

A debt can only be written off by resolution of the Finance Committee of the Governing Council, on the recommendation of the Principal. The Principal may recommend a write off when:

- all reasonable avenues have been pursued but the debt remains outstanding
- the known financial circumstances of the debtor indicate that recovery action would be futile or not cost effective
- any other circumstances exist which, in the Principal's opinion, justify a write off

The Principal's recommendation to the Finance Committee of the Governing Council must be in writing and provide the following information in respect of each debt; an invoice number, amount outstanding and the reason for the recommendation.