

Outstanding Debts Policy

Rationale:

- School council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

Aims:

- To minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

Implementation:

- School Council will consider the costs associated with parent-funded materials and services, and parent's capacity to pay before deciding upon activities to be offered.
- School council will ensure the costs associated with parent funded materials and services, and due dates for payment are provided to parents so as to allow maximum time to prepare for future expenses.
- School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- School Council will allocate funds annually to be used at the discretion of the principal to assist families experiencing financial hardship.
- Outstanding debts occur when parents agree to pay for parent funded materials and services (see Exec Memo 029/99) which their children have used and then don't pay, or when payments for the hire of school facilities are not made according to school council agreements.
- Unpaid Voluntary Contributions, or non-payment of parent-funded materials and services by parents who have made alternative arrangements with the principal, do not constitute outstanding debts.

Management of outstanding debts:

1. The principal will be responsible for managing all outstanding debts.
2. Outstanding debts in excess of 30 days will result in a reminder letter from school council.
3. Outstanding debts in excess of 60 days will result in a telephone call from the principal.
4. Parents with outstanding debts in excess of 90 days, or parents who have agreed to alternative payment arrangements with the principal but have then reneged upon the arrangement will be required to pay for all future activities in advance.
5. In the case of OSHC debts exceeding 90 days where there has been no agreed alternative payment arrangements, those families may be excluded from using the program.
6. In the event that a family who has outstanding OSHC fees leaves the school with that debt unpaid, the school administration will, to the best of its abilities, endeavour to recover those fees. If unsuccessful, the amount will be presented to the Finance Committee with the recommendation being, to write off the amount.
7. Outstanding debts will carry over from one year to another.
8. Students will not be denied access to programs, materials or services for which they have paid, simply because payment has not been received for other charges or voluntary contributions, excluding OSHC.
9. Community groups which hire school facilities and in doing so create outstanding debts, will have access to the schools facilities suspended until all debts are paid. School Council may use a debt collection agency to pursue commercial debt
10. Debt collectors will not be used for debts incurred by families.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle