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. Outstanding debts occur when parents agree to pay for parent funded materials and services (see Exec Memo 2003/043) 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.

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

Implementation:
- The school will consider the costs associated with parent-funded materials and services, and parent’s capacity to pay before deciding upon activities to be offered.
- The school 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.
- Opportunities will be provided for all parents experiencing financial difficulties to enter into alternative and confidential arrangements with the principal and/or bursar.
- Unpaid Voluntary Contributions, or non-payment of parent-funded materials and services by parents who have made alternative arrangements with the principal and/or bursar, do not constitute outstanding debts.
- The principal and the bursar, with the Finance subcommittee as appropriate, will be responsible for managing all outstanding debts.
- Charges for parent funded materials, services and uniforms will be placed on family accounts and monthly statements will be issued.
- Families with outstanding debts beyond 60 days will receive a reminder letter.
- Families with outstanding debts beyond 90 days will receive a further reminder letter and telephone call from the principal.
- Families with outstanding debts in excess of 90 days, or parents who have agreed to alternative arrangements with the principal but have then reneged upon the arrangement, will be required to pay for all future activities in advance.
- Outstanding debts will carry over from one year to another.
- 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.
- Community groups that hire school facilities and in doing so create outstanding debts, will have access to the schools facilities suspended until all debts are paid.
- Debt collectors will not be used to collect debts from parents, but School Council may consider using a debt collector to recover funds from organisations or individuals that hire facilities etc.

Evaluation:
- This policy will be reviewed as part of the school’s four year review cycle.

References: Exec Memo 2003/043: School Material Charges and Voluntary Contributions

This policy was last ratified by School Council in.... December 2007