

# Montmorency Secondary College

## 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 them should they occur.

#### Implementation:

- School Council will consider the costs associated with parent-funded materials and services, and parents' 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 parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Business Manager.
- School Council will allocate funds annually to be used at the discretion of the principal to assist families experiencing financial hardship.
- Outstanding debts generally relate to parents who have agreed to pay for optional goods or services, but then don't pay, or when payments for the hire of school facilities etc are not made by users according to School Council agreements and payment schedules.
- Unpaid Voluntary Contributions do not constitute outstanding debts.
- The Principal in conjunction with the Business Manager will be responsible for managing all outstanding debts.
- Statements of Account indicating outstanding debts will be sent out at several times a year.
- Parents with significant outstanding debts, or parents who have agreed to alternative payment arrangements with the Business Manager but have then reneged upon the arrangement, will be required to pay for future activities in advance.
- Students will not be denied access to programs, materials or services for which they have paid or form part of the standard curriculum program, simply because payment has not been received for other charges.
- 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.
- The principal will ensure that all staff are aware of this policy and adhere to it.

#### Evaluation:

- This policy will be reviewed as part of the school's annual cycle.

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

April 2009