



ORMISTON
SIX VILLAGES
ACADEMY



DEBT WRITE OFF POLICY

Approved by the Principal: May 2017
Date of next review: May 2018

DEBT WRITE OFF POLICY

The scheme for financing schools allows for IEB to recommend write off of a single debt to a maximum limit of £5000 per annum. In such cases, details must be forwarded to OAT.

Debts over £5000 proposed for write off will be the subject of a report to OAT. The IEB is required to write to OAT detailing the debt and requesting that a report be prepared.

The IEB wish to delegate responsibility to the Principal for debt write offs of under £150. Information regarding such cases will be forwarded to the IEB retrospectively.

The IEB will need to agree that all reasonable effort has been made in order to recover the debt in the first instance.

This Policy was adopted by the IEB of Ormiston Six Villages Academy

at their meeting on:

Signed: _____ (Chair of IEB)

Date approved:

Date to be reviewed: