

The Pricing and Charging Policy for the Use of School Facilities and the Control of Income from Lettings

1. Introduction

- 1.1 Schools should ensure that there is an adequate charging policy for lettings and that income due is identified, collected and accurately recorded and controlled.

2. Key Controls and Procedures

- 2.1 The Governing Body should establish a standard hire agreement form (which should be pre-numbered for control purposes), a charging policy for lettings and approved rates of charges, which should be documented for reference by appropriate school staff. When setting charges, consideration should be given to ensuring that caretaking and other costs are included. Most local accounting systems offer a standard debtors invoice.
- 2.2 ALL lettings must have a completed lettings form to ensure that those hirers requiring cover by the Authority's insurance policy are properly recorded. Where a school may have agreed free use of its facilities, a nominal sum must be charged and a hire form completed to substantiate any insurance claim that may subsequently be made.
- 2.3 A hirer should be requested to complete, sign and return the standard hire agreement form confirming their acceptance of the terms and conditions of the lettings. A hirer must confirm that they have taken out adequate insurance to cover their legal liabilities during the period of the letting if they are not paying the extra charge to be covered by the Authority's insurance policy.
- 2.4 Hire agreement forms should be authorised by the Headteacher, or an officer at an appropriate level. Forms should be filed sequentially.
- 2.5 All applications for lettings should be documented to monitor the use of facilities. The hire agreement form number should be entered on the monitoring record for cross-reference purposes.
- 2.6 Pre-numbered invoices (e.g., the Authority's local collection invoice) should be raised for all lettings, and invoice numbers should be recorded on the relevant hire agreement forms for cross-reference purposes.
- 2.7 An appropriate person should allocate any work connected with each letting to the caretaker. The caretaker's claim forms for this work should be checked and authorised for payment by this officer, who should ensure that caretaking costs are correctly included in the hiring charge.
- 2.8 VAT should be correctly charged on appropriate lettings of sports facilities. (Consult the Authority's VAT specialist's guidance notes on this subject).

- 2.9 Where possible, and in particular for 'one-off' lettings, income should be collected before a letting takes place to reduce the risk of non-payment.
- 2.10 Pre-numbered receipts should be issued for all lettings income received, and receipt numbers should be recorded on the relevant invoices.
- 2.11 The school's copy invoices should be filed sequentially awaiting payment, and when paid they should be attached to the relevant hire agreement forms. The hire agreement forms should then be endorsed as 'Cleared'.
- 2.12 The hire agreement forms file and the outstanding invoices file should be regularly reviewed by the appropriate person to ensure that all income is properly identified for collection and the outstanding debts are pursued. A procedure should be established to pursue debts, e.g., by a first letter one month after the letting took place, and a second letter after two months, then consideration should be given to legal action or write-off.
- 2.13 An adequate division of duties should exist in:
- The confirmation of lettings
 - The issue of invoices
 - The receipt of income
 - The monitoring and pursuit of debts.