

## **UNPAID INVOICE PROCEDURE**

### **Cringleford Parish Council**

This policy supports Financial Regulation 9, which states “Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.”

#### **Background**

Invoices for casual hirers of Parish Council buildings must be paid at least 14 days before the date of the room hire. If a booking is made for a date less than 14 days away then full payment must be received immediately. Regular hirers are invoiced in arrears, i.e. invoices for the month of November are sent around 1<sup>st</sup> December. All invoices have a due date on them.

#### **Procedure in instance of no payment.**

1. In the event of payment not being received by the due date a reminder will be sent detailing that payment is required within 7 days of the date of the reminder. This will be followed up by a telephone call to the hirer.
2. If payment is not received by the deadline, a “letter before action” (see Appendix) will be sent, to advise the hirer that if payment is not received within 7 days legal action will commence
3. If payment is not received by the 7 days, the debt will be passed to a credit collection agency who will give a deadline.
4. In the event of payment still not being received within 7 days, a letter of intended proceedings will be sent. Current guidance from HM Courts will be followed in setting out the letter.
5. If the letter of intended proceedings is not responded to, the case will be filed with Money Claim Online.
6. Bad Debts can be written off with approval from the Council.

## Appendix .

Debtor Company Name

Address – line 1

Address – line 2

Address – line 3

Address – line 4

### **NOTICE OF INTENDED COURT PROCEEDINGS**

**TAKE NOTICE** that according to our records the sum of £            is overdue for payment for invoices XXX, YYY, and ZZZ.

Unless payment is made to the above address within seven days Legal Action to recover the debt will be taken against you without further notice.

Copies of the outstanding invoices are attached.

Signed: