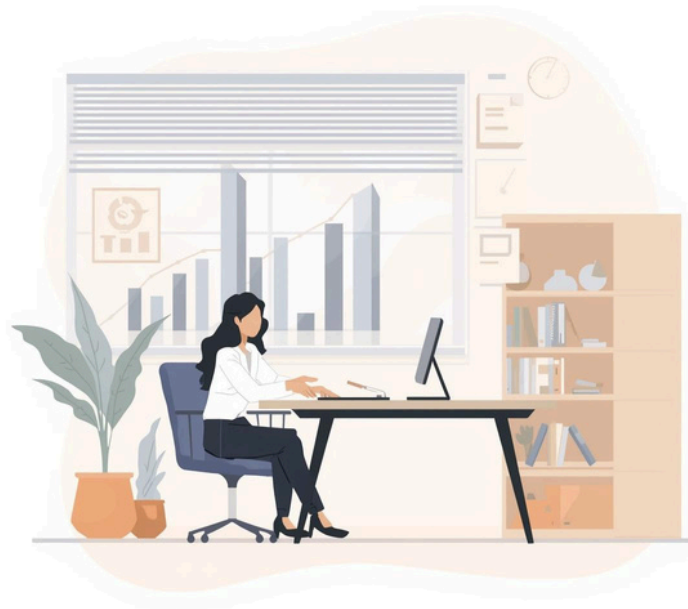


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review monthly debtor & creditor ageing reports

Why?

Financial Control

- Monitor overdue income and escalate collections.
- Review supplier terms and payment cycles.

Financial Management

- Monitor trends
- Use direct debit or online payment solutions where suitable
- Supports cash management policies

Useful Resources

- DfE – Financial monitoring
- CIPFA – Working capital

Benefit

Regular review of monthly debtor and creditor ageing reports strengthens financial management by providing early visibility of cashflow pressures and emerging risks. Monitoring overdue income enables the school to take timely action such as escalating outstanding invoices, tightening credit controls, or adjusting follow-up procedures to prevent debts from becoming uncollectable.

On the creditor side, understanding payment cycles, supplier terms, and upcoming obligations helps ensure that the organisation maintains healthy supplier relationships while avoiding late-payment charges or reputational damage.