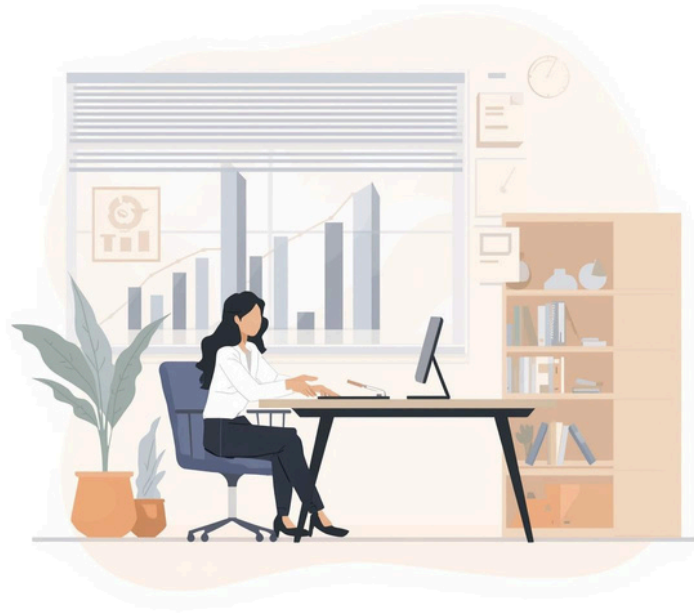
TUESDAY'S TOP TIP

SHARD Business Services

OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Termly Review of Lettings Income & Community Use

Why?

Income Generation

- Ensure lettings are charged correctly and invoiced promptly
- Monitor income against expectations

Utilisation & Oversight

- Review how facilities are being used
- Identify opportunities to increase community engagement

Useful Resources

- DfE guidance on income generation
- ESFA financial management guidance
- Lettings policy templates
- ISBL income management resources

Benefit

Reviewing lettings income ensures that the Trust is maximising the financial return from its facilities while maintaining appropriate oversight. It helps identify missed income opportunities, incorrect pricing, or underutilised spaces.

A structured review also supports transparency and accountability by ensuring all lettings activity is appropriately recorded and monitored. This enables better strategic planning, improves cost recovery, and supports wider community engagement while ensuring value for money.

Office@ShardBusinessServices.co.uk

ShardBusinessServices.co.uk