

Debt Recovery & Cash Flow

Complete Cash Management

New Forest Business Partnership

February 2016

Debt Recovery & Cash Flow

- Introductions
- Issues and concerns
- Where to start
- Invoicing
- Chasing payment
- Late payers or non payers

www.CompleteCashManagement.co.uk

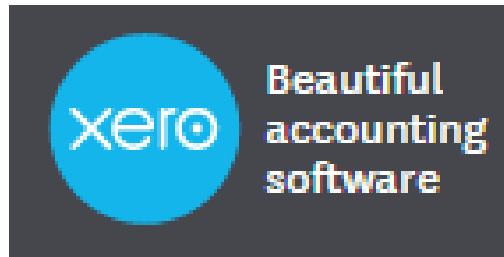
Where to start?

- Correct legal entities
- <https://www.gov.uk/get-information-about-a-company>
- Credit application form
- <http://payontime.co.uk/>
- Sole-trader
- Terms and conditions



Debt Recovery & Cash Flow

Where to start?



www.CompleteCashManagement.co.uk

Invoicing

- Ensure the name is correct
- Email where possible
- Content
- Methods of payment
- <https://gocardless.com/>
- Invoice to buyer or accounts
- Systems v Manual



Invoicing

		Complete Cash Management Ltd Unit 46F New Forest Enterprise Centre Rushington Business Park Chapel Lane Totton Hampshire SO40 9LA VAT: 138353606		
16 New Forest Enterprise Centre Rushington Business Park Chapel Lane Southampton Hampshire SO40 9LA		INVOICE A100413 30 June 2015 Payment due by 14 July 2015		
Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1 Month	For Bookkeeping and Credit Control Services in June 2015- as per timesheet	344.81	20%	344.81
Net Total				344.81
VAT				68.96
GBP Total				£413.77
Payment: 15 Jul 15				£413.77
GBP Due				£0.00
Payment Details Barclays Bank PLC Bank/Sort Code: 207929 Account Number: 03214516 Payment Reference: A100413		Other Information Company Registration Number: 8067814		

Chasing Debtors

- Telephone – when?
- Write it down
- Diarise
- Follow-up
- Email
- Write (last resort)

Free Credit Control
Software -

<https://www.satago.com>



Late Payers or Non Payers?

- Late payment interest and charges
- Legal action
- Pre-action protocol
- www.moneyclaimonline.gov.uk
- Small claims enforcement
- High court enforcement



Contacts

Carolyn Hobbs FCICM
Tel: 07753 422596



www.CompleteCashManagement.co.uk