

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Invoicing & Payments Policy

Policy Overview Information

Policy Title	Invoices & Payments
Author	Mr. Jake Byrne
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Authorised By	Mr. Jake Byrne
Agreed By	Mr. Neil Byrne
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy statement and commitment

The Federation is committed to ensuring transparent, fair, and efficient processes for invoicing and payments. This policy outlines expectations for billing, payment collection, overdue accounts, and dispute resolution. It ensures compliance with accounting standards, maintains the financial sustainability of both organisations, and integrates the MyKDF payment system.

2. Scope and application

This policy applies to:

- All students, parents, and carers making payments for classes, workshops, events, insurances, or other services
- All staff and finance personnel responsible for processing payments, issuing invoices, and maintaining financial records
- Contractors, suppliers, and third parties engaging in financial transactions with the Federation

3. Payment process via MyKDF

- Parents and carers pay monthly fees directly through the **MyKDF platform**, which processes payments automatically
- If a payment is unsuccessful, the system generates **several automated reminders** prompting parents/carers to re-instate payment
- If no action is taken after reminders, a formal **invoice is issued** by the finance team for the outstanding balance
- Invoices may also be issued for other charges such as insurances, camps, workshops, or special events
- Persistent non-payment is escalated to **debt collection agencies**, following final attempts to contact the payer

4. Invoicing and record-keeping

- All invoices are accurate, itemised, and issued promptly when required
- Payment confirmations or receipts are automatically recorded via **MyKDF**
- Financial records, invoices, and reminders are securely maintained for audit and reporting purposes

5. Late payments and escalation

- The MyKDF system automatically flags unsuccessful payments
- Staff follow a staged escalation procedure:
 1. Automated reminders via MyKDF
 2. Direct contact with parents/carers if reminders are not actioned
 3. Formal invoice issued for outstanding amounts
 4. Referral to debt collection agencies if payment remains unresolved
- Access to classes, events, or additional services may be **temporarily suspended** until payment is reinstated

6. Dispute resolution

- Queries regarding payments or invoices are addressed promptly and professionally
- Finance staff investigate the issue, document communications in **MyKDF**, and seek resolution
- Escalation to senior leadership occurs if the issue is not resolved within a reasonable timeframe

7. Roles and responsibilities

- **Senior Leadership:** Oversee invoicing, monitor trends, approve exceptions, and ensure escalation procedures are applied fairly
- **Finance Staff:** Monitor MyKDF payment records, issue invoices, manage reminders, and escalate persistent non-payment
- **Parents & Carers:** Ensure timely payment via MyKDF and communicate promptly regarding disputes or issues

8. Monitoring and review

- Payment records, reminders, and escalations are monitored regularly via MyKDF
- Policy is reviewed annually or sooner if required due to legislative, operational, or organisational changes