



KSC Payment Policy

General

KSC recognises their responsibility to their suppliers and accepts the need to settle supplier payments in a timely manner. Therefore, KSC endorses and abides by the Prompt Payment Code.

Code Criteria

KSC undertakes to:

Pay suppliers in a timely manner

- Invoices will be paid at the end of the month of receipt if receipt is prior to 15th of the month and at the end of the following month if receipt is after 15th of the month
- Payments will only be made once a month at the end of the respective month
- agreed payment terms will not be changed retrospectively
- acknowledges suppliers' rights to use late payment legislation to invoice for late payment interest and charges when appropriate

Give clear guidance to suppliers

- by providing clear and easily accessible guidance on payment procedures and invoicing on an ongoing basis
- by ensuring there is a system for dealing with complaints and disputes which is clearly communicated
- providing a contact-point for them to ascertain the status of invoices being processed
- by advising them immediately if there is any query with regard to the invoice or reason why an invoice will not be paid to the agreed terms

Kendal Snowsports club is run entirely by volunteers



Our standard payment terms are stated above provided a valid invoice is received:

A valid invoice is one that:

- is delivered on time in accordance with the contract
- is for the correct sum
- is in respect of goods or services supplied/delivered to the required quality
- includes the date, supplier name, contact details and bank details
- where necessary, quotes the relevant purchase order reference
- is emailed to:
accounts@kendalsnowsportsclub.co.uk, or
delivered to: Kendal Snowsports Club, Canal Head N, Kendal LA9 7BY

It is the suppliers' responsibility to provide correct bank details and email addresses to KSC to facilitate payment. Any changes to address or bank details must be notified to KSC no less than 4 weeks before they take effect.

Payment methods

We process supplier payments monthly and pay our suppliers using BACS (Bank Automated Clearing System) only. KSC is not responsible for any delays in payments being made which are outside of our control (e.g. where our Banking Provider suffers from technical failures or otherwise delays the processing of such payments).

Payment disputes

KSC will endeavour to advise suppliers promptly of any disputes or reasons why an invoice will not be paid in accordance with the agreed terms. Invoices that are subject to dispute will not be paid until resolution of the dispute. Once resolved, payment will be made in accordance with the terms of this policy and the Code.

Complaints

Complaints in relation to the processing of payments and/or invoices should be emailed to accounts@kendalsnowsportsclub.co.uk. The relevant supplier details and order reference number should be quoted.

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