

Key Considerations for Charities and Not-for-Profit Recovering a Debt

Having the right information available from the outset can help your solicitor assess the debt, understand any potential challenges and advise on the most effective recovery strategy.

-  **Details of the Debt**
Confirm the total amount outstanding, why and when the payment is due.
-  **Disputed by the Debtor**
Provide details of any challenge to the amount owed or reasons given for non-payment.
-  **What Contact Has Taken Place**
Keep copies of payment reminders, emails, letters and records of conversations so your solicitor can understand what recovery steps have already been taken.
-  **Is There an Ongoing Relationship**
Consider whether preserving a commercial, funding or working relationship is important, as this may influence how firmly the debt is pursued.
-  **Repayment Over Time**
Decide whether a realistic payment plan or negotiated settlement could be acceptable, particularly where immediate payment in full may not be achievable.



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