

Early Years & Childcare Sustainability Officer  
Warwickshire County Council  
Early Years & Childcare Entitlements, Sufficiency & Business Team  
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Market Place  
Warwick  
CV34 4RL

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Dear

As you are aware, all providers registered to receive Early Education Funding must grant access to members of the Early Years Team when requested, in order to confirm that all requirements of funding are in place and being met.

I am writing to confirm that the date of your Business Health Check and Early Education Funding Audit is:

Prior to the meeting taking place, the setting is required to ensure that the documents listed below are prepared for the meeting and ensure a suitable person is available, in order to review the paperwork provided, such as the Owner, or a member of the management committee alongside the setting manager, where applicable.

On arrival a brief tour of the setting is helpful in order for the team to familiarise themselves with the layout of the setting and staff deployment. The Business Health Check process includes an opportunity to discuss the importance of Business Planning and Cash Flow Forecasting and this discussion should preferably take place with the Owner, or a member of the management committee. If they are not available, we will require assurances that this planning is taking place. A copy of the Business Health Check and Audit form, which will be completed by the Early Years & Childcare Sustainability Officer during the visit, is attached for your reference. This can also be found on our website <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

The following documents will be required during the visit to complete the Early Education Funding Health check:

- Constitution, Memorandum and Articles of Association or Community Facility Powers information (maintained school run provision).
- Lease, Licence, or rental agreement.
- Evidence of business planning.

- Evidence of cash flow forecasting (preferably 3 years).
- Procedure for record management.
- Fee collection procedure.
- Debt management procedure.
- Prospectus or similar, to indicate fee structure and opening hours, detailing Funded Entitlement sessions.
- Settings website, which will be viewed prior to the visit.

For the term to be audited (***specified term***):

- Completed and signed Parental Declarations Forms for every funded child.
- Copies of the register or signing in sheets.
- Procedure for recording absences e.g., key H = holiday.
- Copies of invoices for children claiming Funded Entitlement, including £0 invoices – paper or electronic.
- Copies of Bank Statements to show receipt of the Early Education Funding.
- Any correspondence relating to claim changes.

Business Health Check and Audits form part of the Early Education Funding Provider Agreement conditions.

If you have any queries, please contact your Early Years & Childcare Sustainability Officer on the above number.

Yours sincerely,

*Mandy Latham*

**Mandy Latham**  
**Lead Commissioner**  
**Early Years & Childcare Entitlements, Sufficiency & Business**