

WARWICKSHIRE COUNTY COUNCIL
EARLY EDUCATION FUNDING BUSINESS HEALTH CHECK

CONFIDENTIAL TO: *The Setting and the People Directorate, WCC.*

Full name and address of setting:		Telephone Number:		Date:	
		Email Address:			
		Number of Weeks open:			
Name of Owner:		Name of Nursery Manager:			
Age Registered For:		Number of Places Offered:			
Places offered:	Babies:	2 year olds	3/4 year olds	Older children	
Current occupancy levels?					
Is there an out of school club on site?			Is there a holiday club on site?		
Opening Times:	Mon	Tue	Wed	Thur	Fri
Constitution or Memorandum and Articles of Association			Copy Seen <input type="checkbox"/> YES <input type="checkbox"/> NO		
Legal Status (VMC / Co. Ltd by Guarantee / Sole Trader/Community Facility Powers/Social Enterprise / CIO).			Agreed Actions: Not for Profit <input type="checkbox"/> Unincorporated <input type="checkbox"/> Not for Profit + Limited Liability <input type="checkbox"/> Charity <input type="checkbox"/> School Run <input type="checkbox"/> Private For Profit <input type="checkbox"/> Private – Limited <input type="checkbox"/>		
			Comments: Agreed Actions:		

General Setting Information		
Latest Ofsted Inspection Date:	Outcome:	
Prospectus	<input type="checkbox"/> YES <input type="checkbox"/> NO	Copy Attached <input type="checkbox"/> YES (please tick)
Website	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments	Actions Agreed, Date & by Whom:
Details of 15 hours Funded Entitlement offer including 2 Help:		Details of 30 hours Funded Entitlement:
Pupil Premium Policy in place: <input type="checkbox"/> YES <input type="checkbox"/> NO Comments:	Disability Access Fund: <input type="checkbox"/> YES <input type="checkbox"/> NO Comments:	
Lease/Licence/Rental Agreement: Landlord – WCC <input type="checkbox"/> Private <input type="checkbox"/> Expiry Date: -..... <ul style="list-style-type: none"> • Accommodation type and condition • Projects planned? 		Copy Seen <input type="checkbox"/> YES <input type="checkbox"/> NO Agreed Actions:
Recruitment and Retention: <ul style="list-style-type: none"> • Sufficient Staff - <input type="checkbox"/> YES <input type="checkbox"/> NO • Successful recruitment campaigns - <input type="checkbox"/> YES <input type="checkbox"/> NO • Are there specific roles / qualification levels that are harder to recruit too? • Current staffing pressures? 		Comments:
Delivery changes planned linked to the expansion to the funded entitlements from April 2024	Yes	No

Premises changes, staffing, delivery models, age range changes:-

Early Years Covid Recovery Grants: -

WARWICKSHIRE COUNTY COUNCIL REQUIREMENTS OF FUNDED ENTITLEMENT			
Financial Management, Audit and Additional Requirements			
Ensure that there are robust financial management procedures in place as outlined in Warwickshire County Council's Guidance and Requirements of Early Education Funding for 2, 3 and 4 years old. Comments:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Procedure for record managements and retention of business and financial documents (7 years)? Comments:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Business and Finance	Copy Seen	Comments	Actions Agreed, Date + by Whom.
Up to date business planning processes in place relating to delivery of Funded Entitlement. (Revised within last 12 months)	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Working cash flow forecasting process in place, preferably 3 years, relating to delivery of Funded Entitlement.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Marketing plan in place, regularly reviewed, linked to local market research.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Any additional business considerations?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Actions from previous Health Check and / or Audit: -	Notes: -

Early Education Funding Audit		
<p>Parental Declaration Forms for every funded child for the term being audited</p> <ul style="list-style-type: none">• Correct form used• Session numbers / hours tally with claim• Contract signed by parents and setting• Signed + dated termly in advance by parents• Stretch / Term time offer – clear + correct• EYPP section completed, where claimed• DAF section• Unused 30 hr codes – any / why?• Any child attending more than one nursery	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>
<p>Charging tariff as displayed or handed to parents to verify FE provided free at point of delivery</p> <ul style="list-style-type: none">• Charges clear and transparent• Charges for additional services clearly displayed inc number of funded hours• Funded models and sessions are clear and transparent inc £0 for funded hours.• Website refers to free entitlement + session times.• Average / stretch / term time – clearly written• Registration fees – clear not for funded only places• Deposits – clear and refundable after 1 month.• Session times displayed / notified to parents, establish the FE session within these• FE model offered corresponds to advertised session times	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>

<p>Copies of register or signing in sheets</p> <ul style="list-style-type: none"> • Child attendance matches claimed hours • Note key used for recording absence • Completed in pen • Confirm settings policy for contacting and managing poor absence (funding may be withdrawn or reduced) 	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>
<p>Copies of invoices / bills sent to parents showing FE free at point of delivery and additional hours are clear + link to fee / payment information.</p> <ul style="list-style-type: none"> • Zero charge invoices inc funded only • No additional charges relating to FE • Additional charges match advertised rates and any payment arrangements e.g. annualised billing. • Setting name and address inc • Child specific funded hours shown 	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>
<p>Copies of bank statements to show receipt of Free Entitlement.</p> <ul style="list-style-type: none"> • Funds used for business purposes 	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>
<p>Claims for Homes for Ukraine Children (HUS)</p> <ul style="list-style-type: none"> • Child Attendance checked per quarter claimed • Aware of claim • Spend allocation 	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>
<p>Additional Information: -</p> <ul style="list-style-type: none"> • Copies of correspondence where there has been a change to Headcount claim i.e. child is entitled to a late payment in line with Requirements of Early Education Funding 	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Comments:</p>

Early Education Funding Audit – Child Samples				
Child's Initials	PDF	Invoice	Register	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Next Review Date:

The setting will receive a detailed Funded Entitlement Audit Summary and Action Plan following the meeting. Actions and timescales for completion will be agreed at the meeting.

The setting is responsible for ensuring that any actions are completed and returned to the Early Years & Childcare Sustainability Officer. In order to ensure there are no interruptions to the settings Funded Entitlement payments, actions must be submitted in line with the agreed action dates.

Name of Setting Representative:

Date:

Signature:

Name of Early Years & Childcare Sustainability Officer:

Date:

Signature: