

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

Telephone: - 01926 742633
Email: - earlyyears@warwickshire.gov.uk

RE: Business Health Check and Early Education Funding Audit

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.

Setting: **ENTER SETTING NAME AND ADDRESS.**

Date and Time: **ENTER DATE & TIME**

Please allow a minimum of 4 hours for the audit.

Term to be audited: **ENTER TERM**

The audit will be undertaken by (EYCSO) Early Years & Childcare Sustainability Officer(s)
ENTER NAME(s) OF EYCSO

2 weeks before

Send the following to earlyyearsadmin@warwickshire.gov.uk

- Fee sheet and associated policies such as charging policy and any information provided to parents on funded entitlement sessions.
- Prospectus (if applicable)

Who should attend the meeting?

Setting owner or a member of the management committee alongside the setting manager.

What happens on the day?

- Brief tour of the setting.
- Please ensure a confidential workspace is available for the EYCSO to go through all the documents listed below. EYCSO will work here independently for around 2 hours.
- The EYCSO will then meet with the setting owner / member of the management committee and the setting manager to discuss the Business Health Check and Audit findings.

Documents required for the Business Health Check & Audit

For the term to be audited (**specified term**) please provide the following documentation for the EYCSO:

- 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.
- 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).
- Fee collection procedure.
- Debt management procedure.

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>

Following the Business Health Check and Audit

EYCSO will provide written feedback in the form of an action plan along with a copy of the completed Health Check and Audit Form. Actions detailed on the action plan will have completion dates and the EYCSO will follow these up to ensure completion. Any funding queries such as under claims or over claims will be referred to the funding team.

Business Health Check and Audits form part of the Early Education Funding Provider Agreement conditions. These can be found here <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

Yours sincerely,

Mandy Latham

Mandy Latham
Strategy Manager for Early Years, Sufficiency and Entitlements

