

2010-11 Annual Financial Return guidance notes

Please read prior to completing the attached pro forma.

There is a requirement on all childcare providers to submit a return showing how all funding provided by North Yorkshire County Council in the year has been spent by the childcare provider.

The guidelines below explain how the attached pro forma should be completed. The pro forma already contains calculations so all you need to enter are your figures and the pro forma will do the calculations for you.

Electronic return of the pro forma

In order to return the pro forma to us by e-mail you need to click 'File' and 'Save as', then save it in an appropriate place on your C drive as a Microsoft Office Excel workbook. If it is saved as any other type of Excel file we may not be able to open it.

When you have completed and saved the pro forma return it to us via your e-mail account at <http://webmail.n-yorks-schools.net> as per the instructions on pages 23-25 in your Superfox training manual. When you create an e-mail you can attach the pro forma by clicking on the paperclip icon at the top of the screen and locate the pro forma from where you have saved it and press 'OK'.

The pro forma is to be returned to bs0@northyorks.gov.uk by 15 July 2011.

There are two sheets on the pro forma – an example for guidance and a template for completion.

Pink Boxes

All pink boxes are to be completed.

Yellow boxes

The yellow boxes in the top part of the pro forma are only to be completed if there has been a change since the 2010/11 AFR return, for example, if the contact details have changed, or the legal status or opening hours are incorrect.

Regarding the lower part of the form where you enter the expenditure amounts, if your financial year runs from April to March, you will not need to complete the yellow boxes in the column relating to expenditure.

If your financial year does not run from April to March then you will need to complete both the pink and yellow columns. E.g. If your financial year runs from September to August you will enter into the pink column the accounts for 2009/10 multiplied by 5/12ths or 41.67%. Then you will enter into the yellow column the totals for 2010/11 multiplied by 7/12ths or 58.33%. An example is shown here:

	2009/10	2010/11
Column	pink	yellow
Telephone/ internet charges were	£356.00	£500.00
Pro rata expenses	x 5/12	x 7/12
Amount to enter onto pro forma	£148.33	£291.67

If your year end for 2010/11 has not yet finished you will need to enter totals from your financial records relating to the period up to the 31 March 2011.

Occupancy information

Providers may offer more hours than those funded by the Early Years funding. The pro forma already includes the funded hours for the spring 2011 headcount week. You are to enter the paid hours for the week commencing 17 January 2011 for all children aged 0-5+, so this will include babies, toddlers, 3-4 year olds who attend additional hours, and older children who access your out of school club or independent school.

E1 - Direct Staff Costs

Providers have told us that they would like to enter direct costs for key workers in full. Therefore, you need to enter the total for these workers in this box.

E2 – Indirect Staff Costs

You need to enter the total for all other staff that have an element of time attributable to Early Years provision. This is then pro-rata based on hours automatically.

E3 - Premises costs & E4 - Insurance

You need to enter the total cost for premises in either the pink box or part pink and part yellow. This will then automatically be pro-rata using the figure you provided for % floor area.

E5 – E13

You need to enter the full costs for these areas and this will then be pro-rata based upon hours.

Statement of audit and risk management

In previous years you signed the pro forma to confirm that the information was correct, but as you will be returning this electronically the pink box is to be marked with a cross, and the name of the person completing the form.