

Monthly Payment Calculator Guidance

This guide can be used to calculate payments based on estimate and actual headcount figures. Estimates are calculated using the blue section only. Actuals are calculated using **both** the blue and green sections. Please complete the cells highlighted in yellow.

Payment calculations will only be accurate if the figures entered into the calculator are the same details provided to the Early Years Funding team.

Term	Month	Payment type
Spring	January	Estimate
	February	Estimate
	March	Actual
Summer	April	Estimate
	May	Estimate
	June	Estimate
	July	Actual
Autumn	August	Actual
	September	Estimate
	October	Estimate
	November	Estimate
	December	Actual

- Estimate figures must be based on the figures you provided on your online estimate form prior to the beginning of term or your indicative budget statement, if you did not complete an online estimate form.
- Actual figures must be based on actual headcount data.
- Deprivation bandings and EYPP data can be taken from your headcount summary after headcount data has been processed, for children who were present in the previous term, this information will be available on the previous headcount summary
- DAF funding is paid once per year so should only be included in your calculation if it has not already been paid within the year.

	Deprivation	EYPP	DAF
9-23 month old	Yes	Yes	Yes
2 year old	Yes	Yes	Yes
3&4 year old	Yes	Universal hours only	Yes

- This table shows which weightings are available for each funding type and may help when calculating your payments.

Estimate calculation

To calculate estimate payments, you are only required to enter data into the cells highlighted in yellow in columns C and D.

	A	B	C	D
1				
2		<i>Number of funded weeks in term</i>		
3				
4		<i>Estimated hours as per estimate form submission or indicative budget statement *</i>		
5			Estimated weekly funded hours	
6			Disadvantaged 2yo or universal 3&4yo	Working family codes
7		Under 2's		Expanded hours
8				
9		2 year old	Funded hours	Expanded hours
10				
11		3&4 year old	Funded hours	Extended hours
12				
13				
14			Estimate	Base funding
15			<i>Under 2's</i>	£0.00
16			<i>2 year old</i>	£0.00
17			<i>3&4 year old</i>	£0.00
18			Total estimated termly funding	£0.00
19				
20				
21		Month	Payment	
22				£0.00

1. Enter number of funded weeks in term in cell D2

2. Enter estimated weekly funded hours in cells D8, C10, D10, C12 and D12

- The total termly estimated funding will be shown in cell D18, with a breakdown of each funding type

3. Select the month using the dropdown list in cell C22

- Your estimated monthly payment calculation will be shown in cell D22

Actual calculation

To calculate actual payments, you should complete all cells highlighted in blue and orange. Please note, completing the sections in orange is optional but will give you the most accurate payment calculation as it will include supplements.

1. Complete the number of weeks in term and estimated weekly funded hours section as per steps 1 and 2 above.

Estimated hours as per estimate form submission or indicative budget statement *		Actual funded hours as per headcount submission									
Estimated weekly funded hours		Actual weekly funded hours		Actual weekly funded hours				Actual weekly funded hours	number of children		
Disadvantaged 2yo or universal 3&4yo		Working family codes		Disadvantaged 2yo or universal 3&4yo	Working family codes	Deprivation band A	Deprivation band B	Deprivation band C	Deprivation band D	EYPP	DAF
Under 2's	Expanded hours	Expanded hours		Under 2's	Expanded hours						
2 year old	Funded hours	Expanded hours		2 year old	Funded hours						
3&4 year old	Funded hours	Extended hours		3&4 year old	Funded hours						
Estimate	Base funding	Actual	Base funding	Deprivation	EYPP	DAF	Total funding				
Under 2's	£0.00	Under 2's	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
2 year old	£0.00	2 year old	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
3&4 year old	£0.00	3&4 year old	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
Total estimated termly funding	£0.00	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
Month	Payment										
	£0.00										

2. Enter actual weekly funded hours in cells H8, G10, H10, G12 and H12
3. Enter weekly funded hours for all children in each deprivation banding in cells I7-L11
4. Enter weekly funded hours for all children receiving EYPP in cells M7, M9 & M11
5. Enter number of children receiving DAF in the term you are calculating in cells N7, N9 & N11

- The total termly actual funding will be shown in cell L18, with a breakdown of each funding type

6. Select the month using the dropdown list in cell C22

- Your actual monthly payment calculation will be shown in cell D22

* estimate payments will not account for under or over payments following revised estimates. These can be manually calculated by calculating the two estimate amounts and reducing or increasing the next payment by the difference of the two calculations.

Example for Autumn term projection

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1															
2		Number of funded weeks in term		14											
3		Estimated hours as per estimate form submission or indicative budget statement *				Actual funded hours as per headcount submission									
4		Estimated weekly funded hours				Actual weekly funded hours				Actual weekly funded hours				Actual weekly funded hours	number of children
5		Disadvantaged 2yo or universal 3&4yo		Working family codes		Disadvantaged 2yo or universal 3&4yo	Working family codes	Deprivation band A	Deprivation band B	Deprivation band C	Deprivation band D	EYPP	DAF		
6		Under 2's		Expanded hours		Under 2's	Expanded hours								
7		2 year old		Funded hours	Expanded hours	2 year old	Funded hours	Expanded hours		15		15	15		
8		3&4 year old		Funded hours	Extended hours	3&4 year old	Funded hours	Extended hours	15	30			15		
9		Estimate		Base funding		Actual	Base funding	Deprivation	EYPP	DAF	Total funding				
10		Under 2's		£2,005.50		Under 2's	£0.00	£0.00	£0.00	£0.00	£0.00				
11		2 year old		£1,472.10		2 year old	£2,944.20	£14.70	£142.80	£0.00	£3,101.70				
12		3&4 year old		£5,386.50		3&4 year old	£5,386.50	£142.80	£142.80	£0.00	£5,672.10				
13		Total estimated termly funding		£8,864.10		Total	£8,330.70	£157.50	£285.60	£0.00	£8,773.80				
14		Month		Payment											
15				£0.00											

Steps

1. 14 funded weeks entered into D2.
2. Estimated figures entered into the yellow cells in the blue section, as per the online estimate form submitted prior to the beginning of term.
3. Actual figures entered into the yellow cells in the green section, as per headcount projection.
4. EYPP and Deprivation bandings entered for children who were on headcount in the previous term, as per previous term headcount actuals.
5. Select month using the dropdown in C22.

Points to note

- The actual weekly funded hours have changed from the estimate, you can see the difference in the base funding in columns D and H of the totals tables.
- Not all children are accounted for in the deprivation bandings, this is okay as you may not have all the data when you are making your payment calculation. This means that your actual balancing payment may be slightly more than your calculation.
- If you select an actual month to calculate without entering actual figures the payment will show a minus amount.

Month *	Payment	Month *	Payment	Month *	Payment	Month	Payment
September	£2,216.03	October	£2,216.03	November	£2,216.03	December	£2,125.73

As you can see the calculator will predict the payment you will receive based on the data you have inputted. In this example, the difference from any changes to your actual figures is altered in the actual payment in December.