

### **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       |  |  |
|        | August    | Actual       |  |  |
| Autumn | 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.

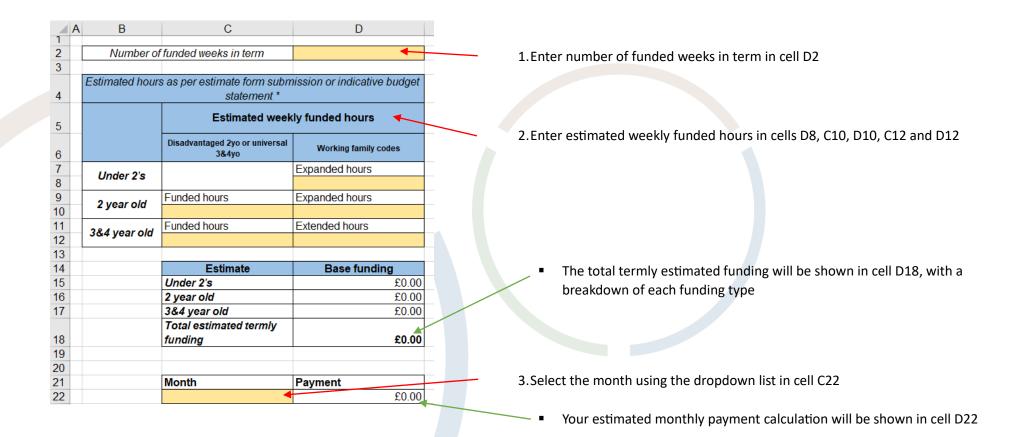
|                      | Deprivation | EYPP                 | DAF |
|----------------------|-------------|----------------------|-----|
| 9-23<br>month<br>old | Yes         | Yes                  | Yes |
| 2 year old Yes       |             | Yes                  | Yes |
| 3&4 year old         |             | 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.

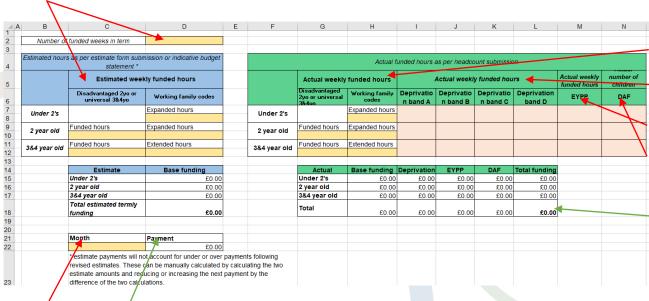




# **Actual calculation**

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.



- 6. Select the month using the dropdown list in cell C22
  - Your actual monthly payment calculation will be shown in cell D22

- 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



## **Example for Autumn term projection**



#### 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 | £2,310.53 | October | £2,310.53 | November | £2,310.53 | December | £2,339.93 |

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.