

Quick Guide to Invoices Incorporating Funded Hours

Invoices must be clear, transparent and itemised so parents are able to see they have received their funded hours completely free of charge and are able to understand the fee paid for additional hours and services.

Invoices must be consistent with your terms and conditions, fee schedules and the hours agreed on the parent authorisation form.

As long as it is clear within your invoice or your terms and conditions / fee schedule You can:

- Offer additional hours and services at your own fee, which may or may not be the same as your standard hourly fee
- You can charge for meals, consumables and other services beyond the basic childcare cost. E.g cooking supplies, nappies, suncream, leaving book, workshops, extra activities/ tuition (dance, music, sports lessons) .
- You may offer a set number of funded hours per day/week

Invoice timing can be flexible e.g monthly or termly or issued as an annual statement with a regular charge.

The funded hours a child is accessing should not be displayed as a “discount” or “grant” but as delivery of free childcare hours. Therefore, an invoice must **not** be set out as ‘nursery fees minus the funding amount received for the period’.

It is against the guidance to publish the funding rate on your invoice or in your fees schedule.

Invoices and receipts should contain full details so it can be identified as coming from a specific provider.

Invoice Checklist

An invoice must include

- The word “invoice”
- Business name, address and contact details
- Name of parent being invoiced and child
- An invoice number
- Date of the invoice
- Period of time that invoice relates to
- Clearly itemised what you are charging for
- Number of funded hours delivered during the invoice period – at zero cost
- Number of chargeable hours for the period with the cost
- Additional charges (meals, clubs, workshops etc)
- Total amount to be paid

Example invoices can be found below, these are a guide only with a variety of options to be adapted according to your model of delivery and within the statutory guidance. This is not exhaustive and other methods are acceptable as long as they are in line with the statutory guidance.

Please contact the Early Years team early.years@achievingforchildren.org.uk if you require any advice regarding invoices.

Example 1

ABC Nursery 10 High Street, Toy Town AA1 AA1

Registered Company xxxxxx, Registered Office, 123 Down Lane, Toy Town AC1 AC1

Daisy Duck
36 Main Road,
Toy Town
AB1 AB1

Customer Ref: AB1
Invoice Date: 09/01/19
Invoice Period: 01st Feb – 28th Feb 2019
Invoice Number:00123

Childcare services for Harry Duck: 4 days per week

Detail	Hours/Units	Hour/Unit Rate	Total
Universal hours	45	£0.00	£0.00
Extended hours	45	£0.00	£0.00
Additional childcare hours	40	£6.50	£260.00
Meals	16	£4.00	£64.00
Additional services – snacks, dancing club, cooking supplies	4	£10.00	£40.00
		Total	£364.00

Payment Due: 31/01/19

Payment Method: Bank Transfer, Childcare Vouchers, Tax free childcare

Payment To: Toy Town Bank, Sort Code: 000000, Account: 00000000

Please contact your Nursery Manager if you have any questions about this invoice

Notes: Please remember to check the end date of your 30 hour eligibility code and ensure you renew in time

Example 2

Paul's Pre-School

Community Hall, Smith Street, Toy Town AB1 2BA

Invoice

Mrs Daisy Duck
13 Acacia Avenue
Toy Town
AA1 1AA

Invoice Ref: DUCK0003
Invoice Date: 15.12.2018
Childcare Services for period - Spring Term 2019 – 12 weeks

Henry Duck Schedule	Hours per session	Mon	Tue	Wed	Thu	Fri	Total weekly sessions	Total weekly hours
Breakfast Club	1	Y	Y	Y	Y		4	4
Morning (Universal Funding)	3	Y	Y	Y	Y		4	12
Lunch Club	1			Y	Y		2	2
Afternoon (Extended Funding)	3			Y	Y		2	6

Description	Unit	Unit Rate	Total
Breakfast Club – 4 hours x 12 weeks	48 hours	£5.00	£240.00
Morning Session (Universal Funding) 12 hours x 12 weeks	144 hours	£0.00	£0.00
Lunch Club – 2 hours x 12 weeks	24 hours	£6.00	£144.00
Afternoon Session (Extended Funding) – 6 hours x 12 weeks	72 hours	£0.00	£0.00
Agreed Additional Services - Wednesday Sports Club	12 sessions	£3.00	£36.00
Agreed Additional Services - Cooking supplies	1 term	£12.00	£12.00
	Total due for term		£432.00

Payment Terms

	Amount	To be received at latest by
Payment 1	£216.00	1 st January 2019
Payment 2	£216.00	15 th February 2019

Payment methods: Bank Transfer, Standing Order, Tax Free Childcare Account, Childcare Vouchers
Payment to: Anita's Bank Town Branch – Sort Code 11-11-11, Account 21212121

Notes: Parent Declarations must be signed and returned by 17th January for funding to be claimed on your behalf.

Please contact the Nursery Manager if you have any questions regarding this invoice.

Example 3

ABC Nursery 10 High Street, Toy Town AA1 AA1

Registered Company xxxxxx, Registered Office, 123 Down Lane, Toy Town AC1 AC1

Mrs Mouse
42 Ear Road,
Toy Town
AB1 AB1

Customer Ref: AB1
Statement Date: 01st Jan 2019

Annual Childcare Statement for Micky Mouse

Hours per Day: 10
Days per week: 5
Weeks per year: 51

Detail	Hours	Cost per hour	Total
Universal Funding	570	£0.00	£0.00
Extended Funding	570	£0.00	£0.00
Charged Hours	1410	£6.50	£9,165.00
Additional Charges: 255 days Additional charges include Lunch, snacks, dance club, nappies, educational visits		£6 per day	£1530.00
Total Annual Charge			£10,695.00

Monthly Payment = £891.25 calculated as £10,695.00 / 12 months = £891.25

Payment Terms: Payment is due by the 15th of each month

Payment methods: Bank Transfer, Standing Order, Tax Free Childcare Account, Childcare Vouchers

Payment to: Anita's Bank Town Branch – Sort Code 11-11-11, Account 21212121