

Submitting data

Estimates

At the end of each term, within set published dates, you will need to submit an Estimate to AfC of the total hours you expect to be funded for in the following term. Once the estimate has been verified, a financial value will be calculated, and you will receive an interim payment that equates to 60% of this projected amount.

To submit your estimate:

1. Select Funding
2. Select Estimates
3. Select Year
4. Select Term
5. Select Funding Type
6. Do not amend number of weeks in term unless you deliver less than 38 weeks of funding*
7. Calculate the settings total number of funded hours each week and enter in the box and select Calculate. Example: 10 children x 15 hours per week = 150 hours. If you are offering extended hours your estimate should be a combined total of universal and extended hours
8. Select Calculate
9. The total number of hours your estimate claim will be based on appears here
10. If you are happy with the figure select Send Claim
11. You will see a green tick appear indicating submission successful

*The number of funded weeks is set by AfC, please only change this if you are open fewer weeks. Funded weeks are as follows:

- Autumn — 14 weeks
- Spring — 12 weeks
- Summer — 12 weeks

If you need to calculate the number of weeks funding to claim please see document on the AfC info page.

If you have no idea what your estimate should be

You can access the previous term's data for a guideline as below:

1. Select Change to view previous terms.

2. Repeat 1-5 above, select Summary and this screen will appear.

3. The actual number of hours claimed previously

Organisation: AfC Nursery (Text)
Provider: AfC Nursery (Text) (AfC Text)

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Summary: 2020/2021 Autumn - 3 & 4 Year Old Funding CHANGE

Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	14.00	Term Length (Weeks) Term Time	14.00
Provider Rate applied	£5.25	Provider Rate applied to child funding	£5.25
Estimate Funding		Universal Funding	
Hours Per Week	150.00	Funded Hours for Term	0.00
Term Funding Amount	£11825.00	Funding Amount @ Provider Rate	0.00
Interim %	60.00%	<hr/>	
Interim Amount Payable	£6615.00	Universal Funding Amount	0.00
<hr/>		Estimated Funding	
Total Interim Amount Paid to Date (before Adj)	0.00	Funded Hours for Term	0.00
<hr/>		Funding Amount @ Provider Rate	0.00
Interim Amount Payable Balance	£6615.00	<hr/>	
		Extended Funding Amount	0.00
		Totals	
		Funded Hours for Term	0.00

You can submit a revised estimate as many times as you like until the estimate close date. At this point your estimate will be locked in.

Your estimate should reflect the number of funded hours you expect to be delivering on headcount day. We understand this can fluctuate with starters and leavers and any changes will be reflected in the final actuals balance payment.

However as part of our payment checks we review actual hours from previous terms and will contact you if your claim varies widely from this to ensure there is not an overestimation.

If it transpires that your interim payment is more than the total funding due for the term, AfC will reclaim the overpayment from your next payment or arrange for you to repay the money.

