

Auditing Early Years Funding.

West Berkshire Council's Early Years Team may audit providers at any given time to ensure proper use of public funding and compliance with the Early Years' Service Provider Agreement ('Provider Agreement'). We will select roughly 10% of providers a term to audit.

Stage 1 Desk Audit

We will request the following documents via a secure email for selected funded children from your previous terms claim:

- Parent declaration forms *
- Copy of registers*
- Parent Invoices*
- Receipts for DAF spending*

Information requested should be returned by replying to the secure email within 2 weeks. If the documents you provide match our records and your invoices comply with the terms and conditions in the 'Provider Agreement' to offer the free entitlement, we will send you feedback confirming no further action is necessary.

Stage 2 Visit

In the event of missing or incorrectly completed documents, consistent unexplained absences or invoices that do not comply with the Provider Agreement, we will contact you to arrange a site visit.

Two members of the Early Years team will be present at the visit and we will request that you have certain documents ready and in date order for example invoices, registers etc. After reviewing findings from the visit we will provide you with feedback including any changes you must implement and set a time frame when changes should be made by. If funding has been claimed in error, then an invoice will be sent to re-claim this.

Stage 3 Follow up

If your setting was required to make changes for example to invoices etc., we will follow up with in the time frame set to ensure the changes are being implemented. This may be by checking certain documents or in the form of a further visit.

If the required changes have not been made to make you compliant with the 'Provider Agreement' we will investigate why and West Berkshire Council may remove Early Years Funding from your setting.