

Income

You can easily calculate your income by inserting the number of children in the relevant cell. The formula will calculate the amount of income generated by using the pre populated cells showing the current grant rates. You would need to alter the amount per hour or per session relating to what you charge for non funded sessions in the row marked fee rate.

The formula uses the number of weeks in each month based on either 38 weeks or 52. Please change according to what you offer.

Expenditure

Type in your costs under each heading. You can delete and add new headings as needed. Try to put costs in the correct month when they will become due however if this is not possible spread costs over the year as realistically as possible.

Balances

The spreadsheet will calculate totals for income, expenditure and a balance for each month. It will also tell you how much you spend under each heading across the year. This will help you to see the impact of any changes, planned or unplanned, on your finances.

You will also see a cumulative cash balance which will show you an overview of the financial position over the year.

You can get a broader picture by using the opening balance cell which will link with the closing balance cell.

Impact analysis

Once you have completed a basic version with accurate current figures you can copy this and paste onto a blank workbook.

Click into the space in the top left hand corner above the 1 and to the left of the A. Right click and copy. Then open the blank workbook and click into cell A1.

Right click and paste. You can then make changes to this new copy without compromising the original. Don't forget to change the name of each new workbook and to note the assumptions you have made. You should also clearly note what changes you have made. For example you might use one copy to see what the impact would be if you offered 8 full time places. You can then copy this and see the impact if you put fees up. You can make as many copies as you like.

15 hours only

No of FEET children	0	0	0	0	0	0	0	0	0	0	0	0	0
FEET rate	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6
No of FEE children universal only	0	0	0	0	0	0	0	0	0	0	0	0	0
FEE rate	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15
No of FEE children extended	0	0	0	0	0	0	0	0	0	0	0	0	0
No Parent funded children	0	0	0	0	0	0	0	0	0	0	0	0	0
fee rate	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5
No. of weeks open	4	3	4	3	4	3	4	2	4	4	3		
Opening Balance													

Total weeks 38

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Income													0.00
Actual Month													0.00
income from 2 year olds / FEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
income from 3-4 year olds universal only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
income from 3-4 year olds extended only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Funding													0.00
Early Years Pupil Premium													0.00
Fundraising													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure													0.00
Staff Salaries													0.00
Employers NI & PAYE contribution													0.00
Premises (rent/mortgage)													0.00
Business rates													0.00
Payroll charges													0.00
Gas													0.00
Electricity													0.00
Water													0.00
Telephone													0.00
Insurance													0.00
Subscriptions													0.00
Bank charges													0.00
Training													0.00
Ofsted													0.00
Administration													0.00
Food													0.00
Play consumables													0.00
Cleaning consumables													0.00
Equipment renewal													0.00
Waste Disposal													0.00
Marketing													0.00
Staff advertising													0.00
Accountant													0.00
Legal costs													0.00
Loan repayments													0.00
													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Cash Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Closing Balance year 1 0

30 hours only

No of FEET children	0	0	0	0	0	0	0	0	0	0	0	0
FEET rate	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6
No of FEE children universal only	0	0	0	0	0	0	0	0	0	0	0	0
FEE rate	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15
No of FEE children extended	0	0	0	0	0	0	0	0	0	0	0	0
No Parent funded children	0	0	0	0	0	0	0	0	0	0	0	0
fee rate	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5
No. of weeks open	4	3	4	3	4	3	4	2	4	4	3	

Total weeks 38

Opening Balance	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Income													0.00
Actual Month													0.00
Income from 2 year olds / FEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from 3-4 year olds extended only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Funding													0.00
Early Years Pupil Premium													0.00
Fundraising													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure													0.00
Staff Salaries													0.00
Employers NI & PAYE contribution													0.00
Premises (rent/mortgage)													0.00
Business rates													0.00
Payroll charges													0.00
Gas													0.00
Electricity													0.00
Water													0.00
Telephone													0.00
Insurance													0.00
Subscriptions													0.00
Bank charges													0.00
Training													0.00
Ofsted													0.00
Administration													0.00
Food													0.00
Play consumables													0.00
Cleaning consumables													0.00
Equipment renewal													0.00
Waste Disposal													0.00
Marketing													0.00
Staff advertising													0.00
Accountant													0.00
Legal costs													0.00
Loan repayments													0.00
													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Cash Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Closing Balance year 1 0

Variable hours model

No of FEET children	0	0	0	0	0	0	0	0	0	0	0	0
FEET rate	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6
No of FEE children universal only	0	0	0	0	0	0	0	0	0	0	0	0
FEE rate	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15
No of FEE children extended	0	0	0	0	0	0	0	0	0	0	0	0
No Parent funded children	0	0	0	0	0	0	0	0	0	0	0	0
fee rate	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5
No. of weeks open	4	3	4	3	4	3	4	2	4	4	3	

Total weeks 38

Opening Balance	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	0
Income													0.00
Actual Month													0.00
income from 2 year olds / FEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
income from 3-4 year olds universal only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
income from 3-4 year olds extended	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Funding													0.00
Early Years Pupil Premium													0.00
Fundraising													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure													0.00
Staff Salaries													0.00
Employers NI & PAYE contribution													0.00
Premises (rent/mortgage)													0.00
Business rates													0.00
Payroll charges													0.00
Gas													0.00
Electricity													0.00
Water													0.00
Telephone													0.00
Insurance													0.00
Subscriptions													0.00
Bank charges													0.00
Training													0.00
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Administration													0.00
Food													0.00
Play consumables													0.00
Cleaning consumables													0.00
Equipment renewal													0.00
Waste Disposal													0.00
Marketing													0.00
Staff advertising													0.00
Accountant													0.00
Legal costs													0.00
Loan repayments													0.00
													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Cash Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Closing Balance year 1 0

Stretched offer

No of FEET children	0	0	0	0	0	0	0	0	0	0	0	0
FEET rate	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6
No of FEE children universal only	0	0	0	0	0	0	0	0	0	0	0	0
FEE rate	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15	£4.15
No of FEE children extended	0	0	0	0	0	0	0	0	0	0	0	0
No Parent funded children	0	0	0	0	0	0	0	0	0	0	0	0
fee rate	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5	£5
No. of weeks open	4.2	4.4	4.4	4.2	4.4	4	4.4	4.2	4.6	4.2	4.4	4.6

Total weeks 52

Opening Balance	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	0
Income													0.00
Actual Month													0.00
Income from 2 year olds / FEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from 3-4 year olds universal only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from 3-4 year olds extended	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Income from fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Funding													0.00
Early Years Pupil Premium													0.00
Fundraising													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure													0.00
Staff Salaries													0.00
Employers NI & PAYE contribution													0.00
Premises (rent/mortgage)													0.00
Business rates													0.00
Payroll charges													0.00
Gas													0.00
Electricity													0.00
Water													0.00
Telephone													0.00
Insurance													0.00
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Cleaning consumables													0.00
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Marketing													0.00
Staff advertising													0.00
Accountant													0.00
Legal costs													0.00
Loan repayments													0.00
													0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Cash Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Closing Balance year 1 0

	Hourly rate	Hours per week	Weekly pay	Holiday pay	Annual cost
Manager			0		
Deputy					
Staff 3					
Staff 4					
Staff 5					
Staff 6					

	Salary	Pension contribution	Holiday pay	Monthly cost	Annual cost
Manager					
Deputy					
Staff 3					
Staff 4					
Staff 5					
Staff 6					

Calculating Holiday pay

Calculate the total number of hours worked in a year. (you can use any unit, ie.days,sessions, £'s)
 Divide this by 100 to give you 1% of total working hours.
 Multiply this figure by 12.07. (12.07% equates to 5.6 weeks)
 This will give you the employees holiday entitlement.

Example

Employee works 15 hours per week for 38 weeks @ £8 per hour.
 Total yearly hours = 570
 Divided by 100 = 5.7
 $5.7 \times 12.07 = 68.8$ hours
 $68.8 \times £8 = £550.39$

Use the table below to calculate the redundancy commitment for each member of staff.

Please note there is a cap of £430 per week.

Look up the age of each member of staff and the number of completed years service.

Where the two cross on the table shows the number of weeks pay that they are entitled to.

Years of Service →

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1.5	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1.5	2	2.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1.5	2	2.5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1.5	2	2.5	3	3.5	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1.5	2	2.5	3	3.5	4	4.5	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2.5	3	3.5	4	4.5	5	5.5	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3.5	4	4.5	5	5.5	6	6.5	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4.5	5	5.5	6	6.5	7	7.5	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6.5	7	7.5	8	8.5	9	9.5	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7.5	8	8.5	9	9.5	10	10.5	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8.5	9	9.5	10	10.5	11	11.5	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9.5	10	10.5	11	11.5	12	12.5	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12.5	13	13.5	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13.5	14	14.5	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14.5	15	15.5	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15.5	16	16.5
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18.5	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19.5
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5
45	3	4.5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4.5	6	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5
47	3	4.5	6	7.5	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4.5	6	7.5	9	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5
49	3	4.5	6	7.5	9	10.5	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4.5	6	7.5	9	10.5	12	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5
51	3	4.5	6	7.5	9	10.5	12	13.5	15	16	17	18	19	20	21	22	23	24	25
52	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5
53	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19	20	21	22	23	24	25	26
54	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5
55	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22	23	24	25	26	27
56	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.5	24.5	25.5	26.5	27.5
57	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25	26	27	28
58	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.5	27.5	28.5
59	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28	29
60	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.5
+61	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30