

Capita



Early Years Financial Dashboard

Professional Services

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Introduction

The Early Years Financial Dashboard is designed to provide a detailed level of your data from your database, without the need of using further spreadsheets or reports to modify that information. Therefore, this should serve as a complete dashboard against all your Early Years Financial needs.

The report is split into 3 sections:

- [Summary report](#) contains high level information.
- [Detailed report](#) displays the different payments and how this is split.
- [Payment report](#) displays a breakdown of payments per period and per provider.

Benefits of the report

- Reduce time and maximize productivity
- One version of the truth
- The ability to Self-Serve
- Consolidating reports
- Multi-audience reporting
- Reduce GDPR risk of data
- Can be customised

Parameters

When the report is first displayed, you will see a list of parameters:

Enter Year (YYYY) you wish to report on:	<input type="text" value="2022"/>
Select Report Mode: (Detailed or Summary)	<input type="button" value="Detailed"/> ▾
Include previous year data for comparison? (Detailed report mode only)	<input type="button" value="No"/> ▾

Parameter Name	Details (example)
Enter Year (YYYY) you wish to report on?	2022
Select Report Mode: (Detailed or Summary)	<ul style="list-style-type: none"> • Detailed Displays graphical data • Summary Display letter head data.
Include previous year data for comparison (detailed report mode only)	<ul style="list-style-type: none"> • Yes Display 2022 and 2021 data. • No Only displays 2022 data.

Summary Mode

Lists key information for the financial year entered.

Sample Output

Early Years Financial Report Summary

Financial Year Summary for 2022 (01-04-2022 - 31/03/2023)

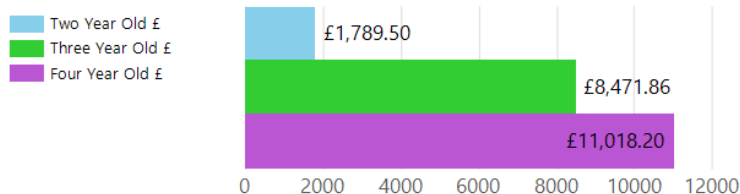


Capita Children Service
Stanning Way
Bedford
MK43 0DR

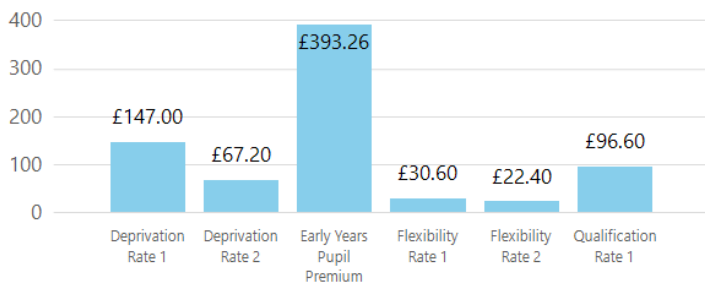
Tel
Email

Monday, 30 January 2023

Payment Breakdown for Age Groups - Amount includes SFF



Deprivation Breakdown Amount



Payout to Date

£21,279.56

This is the total amount paid out for 4 Providers in 2022

Deprivation Payment

£757.06

This is calculated across your Interim/Actual and Adjustment payments you have carried out within 2022

Number of funded children:

18

Total unique number of children who have been funded for 2022

Detailed Mode

The report displays a list of graphs broken down to specific sections around financial payments for Early Years.

Sample Outputs

Enter Year (YYYY) you wish to report on:

Include previous year data for comparison? (Detailed report mode only):

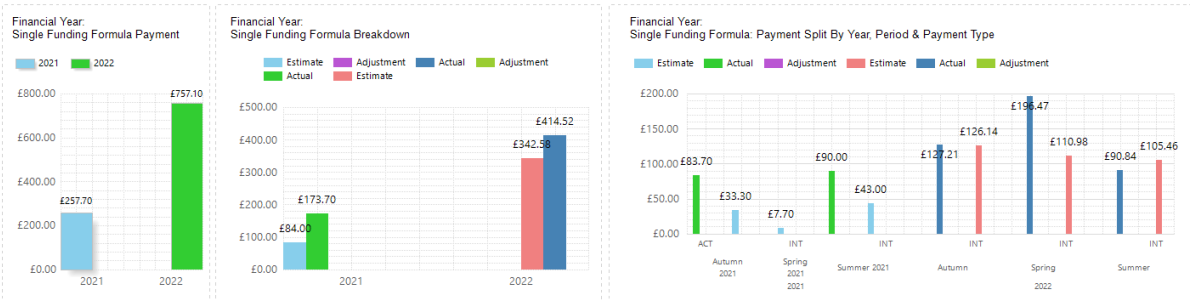
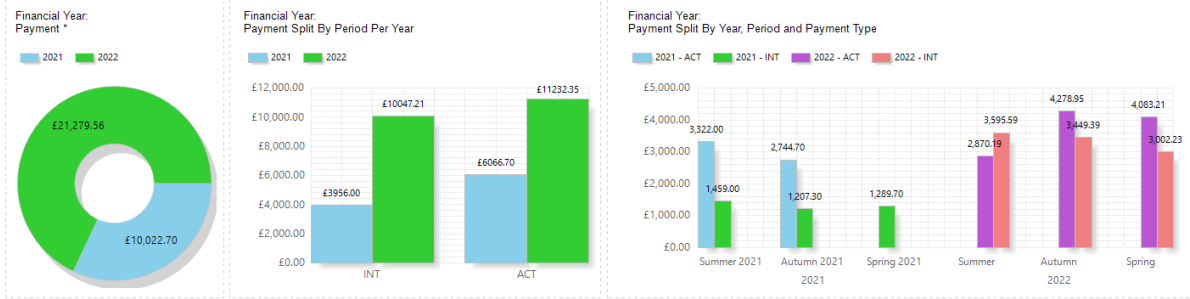
Select Report Mode: (Detailed or Summary):

Early Years Payment Dashboard between 2021 to 2022

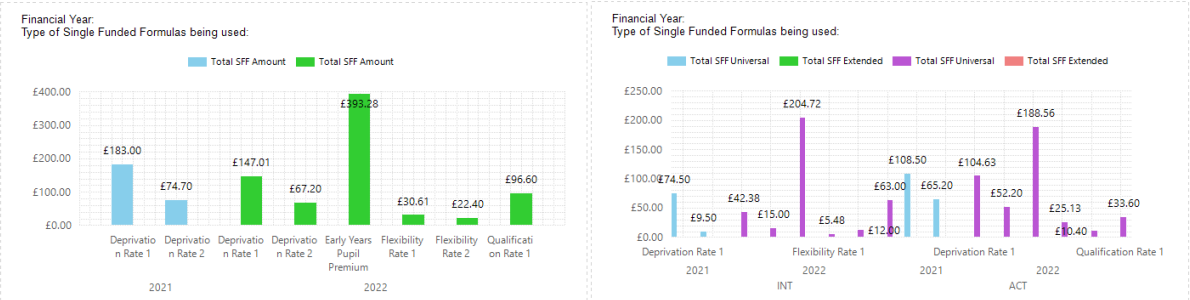
Welcome to your Early Years Utility Dashboard

This multi-layered dashboard offers a number of reports to review data in an instant. Click into the graphs with an * to review a further breakdown of the report.

FINANCIAL YEAR BREAKDOWN - Total includes CFA and Single Funding Formulas



SINGLE FUNDING FORMULA - Description breakdown



Payment Report

The payment report can be found within the detailed report mode.

1. Click on the graph for the financial payment.



2. This displays the payment breakdown for the year you have selected.
3. Click on the plus icon to view Services paid for that payment period.
4. This displays the Funded Weeks and base rate of each age group.

Payment Report Breakdown for 2022

		Service Name	Vendor No	Funded Weeks	Hourly Base Rate		
					Hourly Rate 2 Year Old	Hourly Rate 3 Year Old	Hourly Rate 4 Year Old
2022	Spring	John West Service		14	£2.00	£3.00	£4.00
		Markness FDC	123123321	14	£2.00	£3.00	£4.00
		Pasqui Service Census (base) 21		14	£2.00	£3.00	£4.00
		St Marks - Full Day Care	4545454567	14	£2.00	£3.00	£4.00
	Autumn						
	Summer						
							Financial Year Total >

5. Scroll across.

- **Total Payment**
The total amount for that row.
- **Pay Status column for the Actual Payment**
Provides a visual of a generated payment whilst the rest are authorised. This allows you to go back into the one system to review that provider.
- **Total Amount columns (in their respective colours)**
The total per payment type. This is the combination of the Universal/Extended and SFF.

6. Click the box above the total amount to hide the Payment Breakdown or leave this open.

Total Payment		Interim Total	Interim Payment Details			Actual Total	Actual Payment Details	
Total Amount INT / ACT / ADJ + CFA	Pay Status	Total Amount	Universal + Extended Pay	Single Funding Formula Pay	Pay Status	Total Amount	Universal + Extended Pay	Single Funding Formula Pay
£2,153.64	Authorised	£686.11	£654.75	£31.36	Generated	£1,467.53	£1,341.25	£126.28
£2,263.80	Authorised	£841.62	£762.00	£79.62	Authorised	£1,422.18	£1,352.00	£70.18
£756.00	Authorised	£198.00	£198.00	£0.00	Authorised	£558.00	£558.00	£0.00
£1,912.00	Authorised	£1,276.50	£1,276.50	£0.00	Authorised	£635.50	£635.50	£0.00
£7,728.34		£3,449.39	£3,323.25	£126.14		£4,278.95	£4,151.75	£127.20
£6,465.78		£3,566.71	£3,461.25	£105.46		£2,899.07	£2,808.25	£90.82
£21,279.56		£10,018.33	£9,675.75	£342.58		£11,261.23	£10,846.75	£414.48

7. When the period types are collapsed, a total displays for each period that was paid. The dark grey box is the payment made for that year.

Total Payment		Interim Total	Interim Payment Details			Actual Total	Actual Payment Details	
Total Amount INT / ACT / ADJ + CFA	Pay Status	Total Amount	Universal + Extended Pay	Single Funding Formula Pay	Pay Status	Total Amount	Universal + Extended Pay	Single Funding Formula Pay
£7,085.44		£3,002.23	£2,891.25	£110.98		£4,083.21	£3,886.75	£196.46
£7,728.34		£3,449.39	£3,323.25	£126.14		£4,278.95	£4,151.75	£127.20
£6,465.78		£3,566.71	£3,461.25	£105.46		£2,899.07	£2,808.25	£90.82
£21,279.56		£10,018.33	£9,675.75	£342.58		£11,261.23	£10,846.75	£414.48