

## SAMPLE TEMPLATE FOR INVOICE INCLUDING FUNDED HOURS

EEF funding for 2, 3 and 4 year old must be delivered free at the point of delivery and therefore the funded hours, whether accessed as fully funded or alongside additional hours, must be shown as 0 (zero) value. Below is an example of how an invoice should look – the funded hours must never be shown as a deduction from the full hours as this would evidence that the hours are not free but are at a reduced rate. Ensuring correct invoicing will safeguard you from potential future claims that parents did not receive free hours.

If you invoice through a pre-set invoicing system which cannot be adapted it is important that a line of text is added which explains that, although shown as deducted for the purposes of financial procedures, the funded hours are free and all charges apply to hours in addition to the funded hours

If you have any questions please contact your Sufficiency and Sustainability Officer –

Richmond – [Anita.board@achievingforchildren.org.uk](mailto:Anita.board@achievingforchildren.org.uk)

Kingston – [Natasha.garthwaite@achievingforchildren.org.uk](mailto:Natasha.garthwaite@achievingforchildren.org.uk)

Name of child: Address:  Invoice period / date:  Invoice number / reference:			
Service	Number of hours / sessions	Fees per Hour / Session	Amount Payable
Early Education Funding (EEF) "Free entitlement"		£0.00	£0
Additional hours of childcare			£0
Other fees	Details		£0
Total Amount Payable			£0
Payment must be made within 28 days of invoice date.  Payments can be made by cash, cheque, bank transfer, childcare vouchers and made payable to .....  . If you have any queries regarding your chosen method of payment please contact us at.....			