

# NSW Long Day Care Preschool Fee Relief Funding Reconciliation Report

This report is designed to help you manage your NSW Start Strong Preschool Fee Relief Funding and should be printed regularly throughout the year to ensure all children are receiving their correct fee relief allocations.

The report filter page allows you to select a CCS Approval, Other Subsidy Scheme (normally “NSW Preschool Funding”), funding year, date range, and one or more children before printing the fee relief funding details and a list of processed CCS weeks that shows the fee relief allocation for each selected child.

## To Access the Report

Select **Reports** menu

Select **Financial**

Select **NSW Preschool Fee Relief Funding Reconciliation** from the report drop down



A page similar to the following will be displayed:

## FINANCIAL REPORTS

### 1. Select Report

Select Report

NSW Preschool Fee Relief Funding Reconciliation

### 2. Set Report Parameters

CCS Approval

190016364C - My LDC and Preschool

Other Subsidy Scheme

NSW Pre school Funding

Year

2024

Start Date (Monday)

01/01/2024

Stop Date (Sunday)

16/06/2024

(24 weeks)

Separate page for each child

Children

✕ Andrews, Julie | ✕ Day, Arielle |

Select All

Download

## Report Options

### CCS Approval

- You must select a CCS Approval (Service).
- If you have multiple approvals, you will need to run the report for each approval.

### Other Subsidy Scheme

- You must select the Other Subsidy Scheme that you created to apply the other subsidy (preschool funding) to each of the timesheets (daily sessions).
- We recommended using the name "NSW Preschool Funding" and this option is automatically selected when the page is displayed or when you select a CCS Approval if it exists.

### Year

- Enter the preschool funding year, such as 2023, 2024, etc.
- The year is a calendar year (Jan to Dec).

## Date Range

- Both the Start and Stop dates must be entered/selected.
- The Start Date must be a Monday and the Stop Date must be a Sunday.
- The selected dates must fall within the selected preschool funding year.

## Separate page for each child check box

- Check this box if you would like each child printed at the top of a new page.

## Children

- Select individual children or check the “Select All” check box to select all children.

## NOTE:

Only timesheets / session reports that have been processed by CCS that match the above report options will be included in the report.

## Download button

- When you select the Download button, a PDF report will be created.

## PDF Report Layout

The report will look similar to the following:

Centre Based Care 12 Lakeview Drive Campbelltown QLD 2560 07 2435 1234		Provider Id: 190014172L ABN: 6334867xxxx Date of Issue: 18/06/2024							
<b>Redbourne Child Care Services</b>									
<b>NSW Preschool Fee Relief Funding Reconciliation Report</b>									
Period: 01/01/2024 to 16/06/2024 (24 Weeks), Service: 190016364C - My LDC and Preschool (SE-SE-0000897), Other Subsidy: NSW Pre school Funding, Children: Selected									
<b>Child: Julie Andrews</b>									
Status: Active	Guardian: Maria Andrews	Date of Birth: 06/12/2019	Yearly Regular F/R Allocation: \$2000.00						
Stop Care:	Declaration Signed: Yes	Age at 01/07/2024: 4y 6m	Weekly Regular F/R Allocation: \$48.00						
	Receive Fee Relief: Yes	Category: 4YO+							
	Child Address: 19 Grandview Drive Camden NSW 2570	Note:							
<b>Submitted Timesheets</b>									
Week Ending	Days	Total Hours	Total Fee	CCS	Other Subsidy	Total Payable	Potential Surplus F/R (Wkly Alloc - Oth Sub)	Regular F/R Applied	Surplus F/R Applied
11/02/2024	Mon Tue	22.00	\$400.00	\$0.00	\$40.00	\$360.00	\$8.00	\$40.00	\$0.00
25/02/2024	Mon Tue	22.00	\$400.00	\$0.00	\$40.00	\$360.00	\$8.00	\$40.00	\$0.00
19/05/2024	Mon Tue	22.00	\$400.00	\$0.00	\$40.00	\$360.00	\$8.00	\$40.00	\$0.00
02/06/2024	Mon Tue	22.00	\$400.00	\$0.00	\$40.00	\$360.00	\$8.00	\$40.00	\$0.00
<b>Total:</b>	Weeks: 4	88.00	\$1600.00	\$0.00	\$160.00	\$1440.00	\$32.00	\$160.00	\$0.00

## Report Header

- The report header is only printed on the first page and includes the report options, such as Service details, ACECQA Id, and NSW Preschool Funding subsidy scheme.

## Sort order

- The report is always printed in child surname name order.

- Only selected children who received NSW Preschool Funding during the specified date range and/or who have a Start Strong Fee Relief Funding child record for the selected preschool funding year will be printed.

### Child

- Prints the child's name, status (Active or Inactive), and the Stop Care date assigned to the child if it exists.

### Guardian Name

- The guardian's name.

### Date of Birth

- The child's date of birth.

### Age as At

- The child's age as at 1<sup>st</sup> July in the selected preschool funding year.

### Declaration Signed

- "Yes" if the consent form was signed by the guardian and collected by the service; otherwise, "No" is printed.
- Obtained from the child's Start Strong record for the selected preschool funding year.

### Receive Fee Relief

- "Yes" if the guardian requested to receive Start Strong fee relief funding from this service; otherwise, "No" is printed.
- Obtained from the child's Start Strong record for the selected preschool funding year.

### Category

- Either "3YO" or "4YO+".
- Obtained from the child's Start Strong record for the selected preschool funding year.

### Child Address

- The child's address.
- Obtained from the child's Start Strong record for the selected preschool funding year.

### Yearly Regular Fee Relief Allocation

- The total "**regular**" fee relief NSW Preschool Funding that should be allocated to the child for the preschool funding year.

- Obtained from the child's Start Strong record for the selected preschool funding year.

### Weekly Regular Fee Relief Allocation

- The weekly "**regular**" fee relief NSW Preschool Funding that should be allocated to the child each week for the preschool funding year. (Yearly Amount / number of fee relief weeks).
- Obtained from the child's Start Strong record for the selected preschool funding year.

### Note

- Any information that is relevant to the child's fee relief for the preschool year.
- For example, notes regarding any surplus that has been given to another child or has been received from another child.
- Obtained from the child's Start Strong record for the selected preschool funding year.

### List of Submitted timesheets

- A list of weeks in the preschool year for the child and guardian for the CCS Approval that have been **fully processed by CCS** (submitted and queried) and contain Other Subsidy amounts that were identified as 'NSW Preschool Funding' will be listed.

### Week Ending

- The Sunday date for the week.
- Only week endings that fall within the selected date range are printed.

### Days

- The list of days the child was in care (or Absent).
- Days absent are suffixed with "(A)". E.g. "Mon (A) Tue"

### Total Hours

- The number of hours the child was in care for the week.

### Total Fee

- The cost of care for the week.

### CCS

- The amount of CCS or ACCS that has been allocated by Centrelink for the week.

### Other Subsidy

- The amount of other subsidy (preschool fee relief) that was applied to the week.
- The amount includes regular and surplus fee relief.

### Total Payable (Gap Fee)

- The parent payment amount for the week after the Total Fee is reduced by CCS and Other Subsidy amounts.

### Potential Surplus F/R (Wkly Alloc - Oth Sub)

- The amount of regular Weekly fee relief allocation that could potentially be given to one or more other children.
- This value is calculated based on the 'Weekly F/R Allocation' and the 'Other Subsidy Amount'.

IF 'Weekly Allocation' is greater than the 'Other Subsidy Amount'

'Potential Surplus for Transfer' = 'Weekly Allocation' less the 'Other Subsidy Amount'

For example, in the screen shot below:

Week = 11/02/2024  
Weekly Allocation = \$48.00  
Other Subsidy = \$40.00  
Potential Surplus = \$48.00 - \$40.00 = \$8.00

The column is included to highlight possible surpluses that could be used to benefit other children/guardians.

### Regular F/R Applied

- The amount of Other Subsidy that has been identified as 'regular' fee relief.
- Obtained from the child's Start Strong record for the selected preschool funding year and week and can be adjusted using the 'Fee Relief' button.

### Surplus F/R Applied

- The amount of Other Subsidy that has been identified as 'surplus' fee relief.

- Obtained from the child's Start Strong record for the selected preschool funding year and week and can be adjusted using the 'Fee Relief' button.

For example, to identify Surplus F/R for one or more weeks for a child.

ARIELLE DAY

General Details Subsidies Needs Immunisations Medical Medications Authorisations Alerts Orders Pre-School Bookings Guardians CCMS Enrolments CCS Enrolments Docs Portfolio Timesheets Rooms

NSW Start Strong

Add a Year

Year	CCS Approval	ACECQA Id	Guardian	Category	Yearly Amount	Weekly Amount	Declaration Form Signed	Apply Fee Relief	Guardian Address	Note	Action
2023	190016364C - My LDC and Preschool	SE-00000897	Maizy Day	3YO	\$1,060.00	\$32.00	Yes	Yes	Yes	No	<a href="#">Edit</a> <a href="#">Fee Relief</a> <a href="#">View</a> <a href="#">Delete</a>
2024	190016364C - My LDC and Preschool	SE-00000897	Maizy Day	4YO+	\$2,000.00	\$27.00	Yes	Yes	Yes	Yes	

And

NSW Preschool Fee Relief Funding - Fee Relief

**Child Details**

Child: Arielle Day  
Guardian: Maizy Day

Year: 2024  
CCS Approval: 190016364C - My LDC and Preschool

**Regular F/R**

Category: 4YO+  
Year Allocation: 2,000.00  
Weekly Allocation: 27.00

**CCS Processed Weeks**

Week Ending	Total Fee	CCS	Other Subsidy	Other Subsidy Amount	Gap Fee	Regular F/R Applied	Surplus F/R Applied	Potential Surplus for Transfer	Action
11/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	<a href="#">Surplus F/R</a> <a href="#">Surplus F/R</a> <a href="#">Surplus F/R</a>
18/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	
25/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	
<b>Total</b>	<b>\$1,200.00</b>	<b>\$0.00</b>		<b>\$150.00</b>	<b>\$1,050.00</b>	<b>\$132.00</b>	<b>\$18.00</b>	<b>\$0.00</b>	

**Footer**

A count of the children and numeric totals are printed per child and for the report:

**Child: Arielle Day**

Status: Active  
Stop Care:

Guardian: Maizy Day  
Declaration Signed: Yes  
Receive Fee Relief: Yes  
Child Address: 56 Newtown Road Campbelltown NSW 2560  
Note: Apply \$6.00 surplus transferred from Wendy Williams.

Date of Birth: 22/08/2019  
Age at 01/07/2024: 4y 10m  
Category: 4YO+

Yearly Regular F/R Allocation: \$2000.00  
Weekly Regular F/R Allocation: \$27.00

**Submitted Timesheets**

Week Ending	Days	Total Hours	Total Fee	CCS	Other Subsidy	Total Payable	Potential Surplus F/R (Wkly Alloc - Oth Sub)	Regular F/R Applied	Surplus F/R Applied
11/02/2024	Mon Tue	20.00	\$400.00	\$0.00	\$50.00	\$350.00	\$0.00	\$44.00	\$6.00
18/02/2024	Mon Tue	20.00	\$400.00	\$0.00	\$50.00	\$350.00	\$0.00	\$44.00	\$6.00
25/02/2024	Mon Tue	20.00	\$400.00	\$0.00	\$50.00	\$350.00	\$0.00	\$44.00	\$6.00
<b>Total:</b>	<b>Weeks: 3</b>	<b>60.00</b>	<b>\$1200.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>\$1050.00</b>	<b>\$0.00</b>	<b>\$132.00</b>	<b>\$18.00</b>

18/06/2024 Page: 1 of 2

**Report Total**

Total	Children:	Total Hours	Total Fee	CCS	Other Subsidy	Total Payable	Potential Surplus F/R (Wkly Alloc - Oth Sub)	Regular F/R Applied	Surplus F/R Applied
Total:	Children: 2	148.00	\$2800.00	\$0.00	\$310.00	\$2490.00	\$32.00	\$292.00	\$18.00