**Early Years Funding**

**Provider portal and finance workflow 24/25**

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| --- | --- | --- | --- | --- | --- | --- |
| **Autumn term estimates collected in portal** | **Autumn estimates ready for finance** | **Autumn estimate payment and summer adjustment paid** | **Headcount date for Autumn term** | **Portal opens and closes** | **Validation** | **Actuals reports passed to finance** |
| 10th July 2024 – 21st July 2024 | 31st July 2024 | 28th August 2024 | 5th October 2024 | 2nd October 2024 – 13th October 2024 | 16th October 2024 – 27th October 2024 | 6th November 2024 |
| **Spring term collect estimates in portal** | **Spring estimates ready for finance** | **Spring estimate payment and Autumn adjustments paid** | **Headcount date for Spring term**  | **Portal opens and closes** | **Validation**  | **Actual reports to Finance**  |
| 13th November 2024 – 24th November 2024 | 4th December 2024 | 18th December 2024 | 15th January 2025 | 15th January 2025 – 26th January 2025 | 27th January 2025 – 14th February 2025 | 26th February 2025 |
| **Summer term collect estimate in portal** | **Summer estimates ready for finance** | **Summer estimate payment and Spring adjustments paid** | **Headcount date for Summer**  | **Portal Opens & Closes** | **Validation**  | **Actuals reports passed to finance** |
| 11h March 2024 – 22nd March 2024 | 1st April 2024 | 8th April 2024 | 16th May 2024 | 6th May 2024 – 24th May 2024 | 27th May 2024 – 7th June 2024 | 17th June 2024 |