

# Accreditation Funding Audit

## Top Issues

An audit of a sample of child care programs that received accreditation funding for the 2013–14 fiscal year has been completed by the Quality Assurance and Standards unit of the Early Childhood Development Branch.

For your attention, below are the top issues identified during this audit. Please ensure your program is meeting all accreditation funding requirements, particularly the ones listed below.

1. Staff Funding – Claimed Hours Greater Than Actual

Direct child care hours, programming/planning hours, administrative hours, family child care consultant hours, and family day home agency coordinator hours claimed for staff funding must each be accounted for with accurate daily breakdowns.

**The layout of program attendance records can help reduce the incidence of addition errors. The programs that tend to have the fewest discrepancies between actual and claimed hours use one monthly time sheet for each staff member and total the hours daily, weekly, and monthly.**

2. Staff Funding – Funding Not Paid

Staff funding must be paid as indicated on the Payment Summary Statement.

3. Staff Funding – Funding Not Properly Identified

Staff funding must be clearly identified or attributed to the Government in a separate line on payment records (e.g., payroll records, pay stubs).

4. Staff Funding – Failure to Account for Claimed Hours

Direct child care hours, programming/planning hours, administrative hours, family child care consultant hours, and family day home agency coordinator hours claimed for staff funding must each be accounted for with accurate daily breakdowns.

If you have any questions about accreditation funding for day care programs or family day home agencies, please call Robin Hairsine at 780-427-3349. Questions about accreditation funding for out-of-school care programs may be directed to Carla Legare at 780-415-8912. You may dial 310-0000 for toll-free access anywhere in Alberta.