

# Accreditation Funding Audit

## Top Four Observations

An audit of a sample of child care programs that received accreditation funding for the 2008/09 fiscal year has been completed. For your attention, below are the top four observations recorded during this audit. Please ensure that your program is meeting all accreditation funding requirements, with particular note to the ones listed below.

If you have any questions about accreditation funding for day care programs or family day home agencies, please call Diane MacLeod 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.

### **1. Staff/Provider Funding Not Properly Identified**

Staff Support Funding (for day care and out-of school care programs) and Family Child Care Consultant and Coordinator Funding (for family day home agencies) must be clearly attributed as a government contribution in a separate line in employer payroll records and on employee pay stubs. Provider Support Funding (for family day home agencies) must be clearly attributed as a government contribution in a separate line on provider remittance advices.

### **2. Discrepancies Between Time Sheets and Monthly Claim Forms**

An accurate breakdown of all direct child care hours, programming/planning hours, and administrative hours (for day care and out-of-school care programs) and provider direct child care hours, programming/planning hours, and family child care consultant and/or family day home agency coordinator hours (for family day home agencies) claimed for funding must be maintained. These hours must match the hours declared on the monthly claim form.

### **3. Unspent Professional Development Grant Funding**

Any Professional Development Grant funding not used for the purpose for which it was approved and spent within the fiscal year for which it was provided must be reported using the Return Grant Funding form.

### **4. Discrepancies Between Staff/Provider Funding Received and Paid**

Staff Support Funding (for day care and out-of school care programs) and Family Child Care Consultant and Coordinator Funding and Provider Support Funding (for family day home agencies) must be paid to staff/providers as indicated on the Payment Summary Statement.