Childcare Payment Record

Keep fees and payments for one child on one page, so an awkward conversation starts from a document rather than a disagreement.

Fees due and fees paid, per child, across the weeks — with what is still outstanding.

YOUR FEES, RECORDED CONSISTENTLY

No rates, ratios or fee structures are printed here. What you charge, how funded hours work and what must be invoiced are set by you and by the rules where you operate. This records what was agreed and what arrived.

Setting or childminder _____ Child _____ Parent or carer _____ Agreed fee _____

Sessions agreed per week _____ Payment due _____ Method _____ Year _____

Week beginning	Sessions	Amount due	Date paid	Amount paid	Method	Balance	Notes

Total due _____ Total received _____ Outstanding _____ Checked on _____

Free to print, copy and use — including at work. Not for resale.