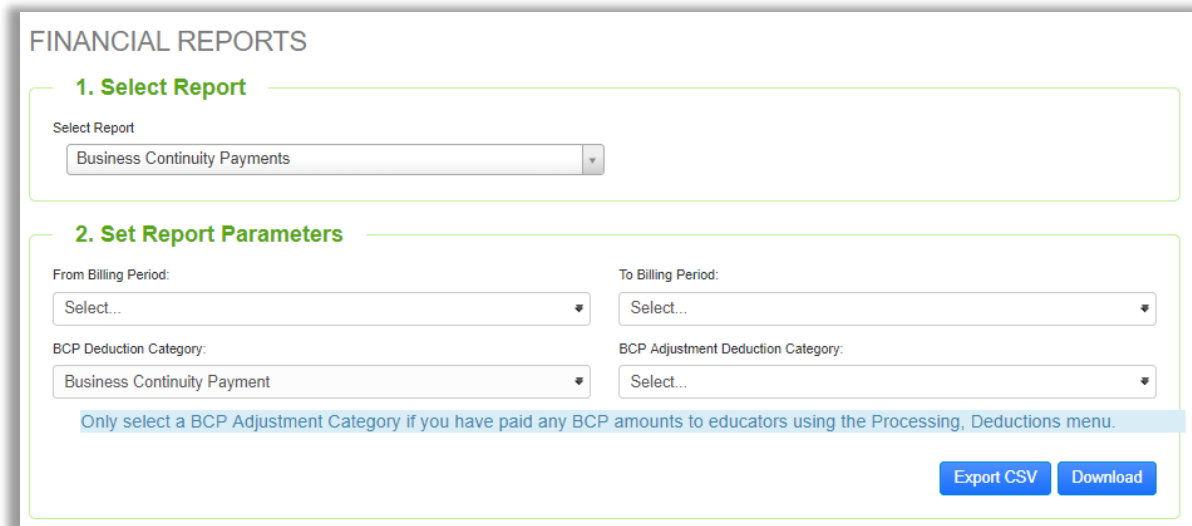# Business Continuity Payment Report

The report is applicable for FDC/IHC services and is designed to assist services to reconcile the amount of Business Continuity Payment (BCP) they received from CCS with the amount they kept and the amount they distributed to the educators.

The report can be located via Reports – Financial – Business Continuity Payments:

From / To Billing Period
The report is based on a selected range of Billing Periods.
The minimum billing period to select is the billing period that contains the first BCP week, which started on 06/04/2020.
The maximum billing period will be the service's current billing period, even if this occurs outside the BCP period. This will allow a service to make adjustments in later billing period if necessary.
BCP Deduction Category:
This is the deduction category that Harmony Web uses when it creates the BCP deduction entries for each educator based on the BCP Worksheet.
This is normally called "Business Continuity Payment".
BCP Adjustment Deduction Category:
In the rare case where a service may have paid educators a BCP amount using the Deduction facility, outside of the BCP Worksheet, the service can optionally specify that Deduction Category.
For each billing period, the "BCP Deductions Paid to Educators" column will
contain deductions from the standard BCP deduction category and the specified adjustment BCP category.
Report Format: This report is available in CSV and PDF format.

Report Sample

If you download the report to a PDF file, the report will look similar to the following:

Business Continuity Payments

Report Options: Date Range: 2/03/2020 to 5/04/2020, BCP Deduction Category: Business Continuity Payment

Billing Period	Total BCP Received	Not Distributed	Total Distributed	Service Amount	Educator Fixed Amt	Educator Adjustment Amt	Educator Activity Amt	Educator Total	BCP Deductions Paid to Educators
2/03/2020 to 8/03/2020 (Finalised)	....	....	....	....	....	....	....	....	....
9/03/2020 to 22/03/2020 (Finalised)	8046.12	....	8046.12	....	742.22	....	7303.90	8046.12	742.22
23/03/2020 to 29/03/2020 (Finalised)	4023.06	....	4023.06	....	470.00	....	3553.06	4023.06	3280.84
30/03/2020 to 5/04/2020 (Finalised)	4023.06	2023.06	2000.00	180.00	846.22	....	973.78	1820.00	1820.00
Total Billing Periods: 3	16092.24	2023.06	14069.18	180.00	2058.44	0.00	11830.74	13889.18	5843.06

Total BCP Received: This is the amount of BCP received from CCS via the CCS Payment Query.
The payments can be viewed from the Processing, Business Continuity Payments menu and then selecting the CCS Payment Items tab.
Not Distributed: This is the difference between what was received from CCS during the billing period and what was distributed to the service and educators during the billing period. Not Distributed = Total BCP Received less Total Distributed
The following 6 columns are obtained from the **saved** BCP worksheet for each billing period: **Total Distributed**, **Service Amount**, **Educator Fixed Amount**, **Educator Adjustment Amount**, **Educator Activity Amt** and **Educator Total**

BCP Deductions Paid to Educators: This is the amount of BCP that was actually paid to each educator via the special BCP Deduction Category when the service selected the "Save Worksheet and Create Educator Payments" button on the BCP Worksheet for each billing period.
If the service selected a deduction category in the "**BCP Adjustment Deduction Category**" dropdown list on the report filter page, the column will also include educator deduction payments made during the billing period for that deduction category.

Analysing the report

Business Continuity Payments

Report Options: Date Range: 2/03/2020 to 5/04/2020, BCP Deduction Category: Business Continuity Payment

Billing Period	Total BCP Received	Not Distributed	Total Distributed	Service Amount	Educator Fixed Amt	Educator Adjustment Amt	Educator Activity Amt	Educator Total	BCP Deductions Paid to Educators
2/03/2020 to 8/03/2020 (Finalised)	....	....	....	....	....	....	....	....	....
9/03/2020 to 22/03/2020 (Finalised)	8046.12	....	8046.12	....	742.22	....	7303.90	8046.12	742.22
23/03/2020 to 29/03/2020 (Finalised)	4023.06	....	4023.06	....	470.00	....	3553.06	4023.06	3280.84
30/03/2020 to 5/04/2020 (Finalised)	4023.06	2023.06	2000.00	180.00	846.22	....	973.78	1820.00	1820.00
Total Billing Periods: 3	**16092.24**	**2023.06**	**14069.18**	**180.00**	**2058.44**	**0.00**	**11830.74**	**13889.18**	**5843.06**

In the first billing period "6/04/2020 to 12/04/2020 (Finalised)", the service received more BCP amounts from CCS than they distributed to the educators/service; however, in the second billing period "13/04/2020 to 19/04/2020 (Finalised)", the service paid out more BCP than they received from CCS during that billing period.

Overall, the service still has $13000 to distribute, but this amount is probably the prepayment CCS made and will be used to cover the last week of the "Free Childcare" period.

The service has included the amount they intend to keep "Service Amount" for each billing period. This amount probably accounts for the Service Levy that the service is unable to charge the parents/guardians during this period.

The service has paid each educator using a "Fixed Amt" each billing. This amount would have been set up in the "Educator BCP Settings" tab on the Processing, Business Continuity Payment menu.

On 2 occasions, the service has adjusted the "Fixed Amt", once up, and once down.

The service has not distributed any BCP amounts based on timesheet activity for any of the billing periods.

For 3 billi8ng periods, the "Educator Total" has been fully paid to the educators via the special BCP deductions.

For the last billing period "27/04/2020 to 3/05/2020 (Current) ", there have been no BCP payments received from CCS nor has the BCP Worksheet been created and **saved** for that billing period.

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